Implementation Form - Undergraduate Certificates

This form must accompany a certificate proposal. It is used by administrative offices to better assist departments and programs with implementation.

Certificate Name: Certificate in Japanese Professional Communication
Faculty Program Director: Junko Mori
Primary Faculty/Staff Contact: Takako Nakakubo / Cynthia Koerber
Home Department/Academic Unit (Name/UDDS): East Asian Languages and Literature (A482100)
Approval Date: Spring 2011
School/College: College of Letters and Science
Approval Date: Spring 2011
UAPC Approval Date: April 21, 2011
Implementation Term (usually the fall term after UAPC approval): Fall 2011
Year that first program review is scheduled (usually 5 years after implementation): 2016-2017

Person/office responsible for maintaining requirements in DARS: Takako Nakakubo
Plan Code (assigned by the Registrar’s Office): CERT582
Plan Descr (assigned by the Registrar’s Office): Japanese Prof Comm Cert
CIP Code (assigned by Academic Planning and Analysis): 160300
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): HUM

Curriculum (check one):
   ___ x ___ Included in detail in the proposal
   _____ A list of required and elective courses is attached

Credit total required: 12 credits
All core/required courses are approved through Divisional Committee: Yes
All courses numbered less than 699. Yes
The credit total is less than half of the credits required for related majors. Yes
Special topics courses are only used if all instances count for the certificate. Yes
Courses taken as Pass/Fail are allowed. No
   If yes, specify limits:
Courses taken Credit/No Credit are allowed. No
   If yes, specify limits:
Will exceptions to the course core requirements be allowed?  
**Yes (Under an unforeseeable special circumstance, but we have not yet experienced such a case)**

What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)?  
**50%**

Does the certificate have enough flexibility to make it accessible to transfer students and students who identify an interest as late as their junior year?  
**Yes - As long as the student has some prior background in Japanese language**

Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate?  
**Yes**

If No, specify other requirements.

Specify overlap provisions – name degree/major or certificate programs that may not be earned along with the certificate.  Note that majors take priority over certificates.  
**Japanese major.**

Program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate.  
**Yes**

The department/program has a process in place to send declaration forms to the Registrar’s Office.  
**Yes**

Which students are eligible for the certificate? Check those that apply.

- [x] Undergraduates in all schools/colleges (this is the default eligibility)
- [ ] Undergraduates in specific schools/colleges.
  - List specific schools/colleges:
- [ ] University Special (non-degree seeking students).  Complete the noted section below.

**Making Undergraduate certificates available to Special Students**

*(Special students must hold a bachelor’s degree to enroll in an undergraduate certificate program.  Special students should be served only after all demand by degree-seeking undergraduates is met.  *)

The certificate will be open to Special students who graduated from UW-Madison.  Yes/No

If yes, specify any restrictions or limits:

The certificate will be open to Special students who graduated from other institutions.  Yes/No

If yes, confirm that the proposal explains how resources are available to support these students without disadvantaging degree seeking students.  Yes/No

The default minimum residency requirement applies, that at least 50% of the certificate credits must be earned at UW-Madison.  Yes/No

If No, specify other limits:

The department/program has a process in place to send declaration forms to the Registrar’s Office. Yes/No

The department/program has a process in place to notify the Registrar’s Office when Special Students complete the certificate requirements.  Yes/No