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: Lesbian, Gay, Bisexual and Transgender Studies
Faculty Program Director: Finn Enke, Faculty Coordinator
Primary Faculty/Staff Contact: Nina Valeo Cooke
Home Department/Academic Unit (Name/UDDS): LGBT Studies
Approval Date: May 2003
School/College: College Letters & Science
Approval Date: May 2003
UAPC Approval Date: Spring 2003
Implementation Term (usually the fall term after UAPC approval): September 2003
Year that first program review is scheduled (usually 5 years after implementation): July 2009

Person/office responsible for maintaining requirements in DARS: Nina Valeo Cooke
Plan Code (assigned by the Registrar’s Office): CERT430
Plan Descr (assigned by the Registrar’s Office): LGBT Studies Cert
CIP Code (assigned by Academic Planning and Analysis): 050208
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): HUM

Curriculum (check one):
_____Included in detail in the proposal
_____A list of required and elective courses is attached

Credit total required: 15
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
Courses taken Credit/No Credit are allowed: No
  If yes, specify limits:
Will exceptions to the course core requirements be allowed? Yes
What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)?
9/15 credits in residence.
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
Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate? No
If No, specify other requirements.
Students must have a 2.75 GPA in the LGBT Studies coursework.
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.
Students may complete BOTH GWS and LGBT Studies certificates. However, they can only take TWO courses that can cross count for both certificate programs.
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. No
If yes, specify any restrictions or limits:
The certificate will be open to Special students who graduated from other institutions. 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
The department/program has a process in place to send declaration forms to the Registrar’s Office. Yes
The department/program has a process in place to notify the Registrar’s Office when Special Students complete the certificate requirements. Yes