Implementation Form – Graduate / Professional Certificates

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

Name of Graduate / Professional Certificate: Fundamentals of Clinical Research
Faculty Program Director: Bradford Schwartz, MD
Primary Faculty/Staff Contact: Debora Treu
Home Department/Academic Unit (Name/UDDS): Institute for Clinical and Translational Research/A5329
Approval Date: 10/10/2010
School/College: SMPH, Vet Med, Nursing, Engineering, Pharmacy
Approval Date: 11/30/2010
GFEC Approval Date: 12/10/2010
UAPC Approval Date: 12/16/2010
Implementation Term (typically the fall term after UAPC approval): 1114
Year that first program review is scheduled (usually 5 years after implementation): 2015

Plan Code (assigned by the Registrar’s Office): GCRT453
Plan Descr (assigned by the Registrar’s Office): Certificate in Fundamentals of Clinical Research
CIP Code (assigned by Academic Planning and Analysis): 511005
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): BIO

Curriculum:
___ Included in detail in the proposal
x A list of required and elective courses is attached

Credit total required (should be between 9 and 12): 16
Credits required to be taken in residence at UW-Madison (must be at least 50%): 16
Confirm that all core/required courses are approved through Divisional Committee: Yes
Confirm that courses in curriculum are offered on a regular basis and have space for students in this program: Yes

Projected enrollment: 3-5 students/year

What provisions have you made in the admissions process to gain consent from students’ degree/major program(s) to participate in the certificate program?
Students must submit an application and statement of purpose that has been signed with their advisor’s approval.

Confirm that all courses numbered 300 or above: Yes
Confirm that courses taken as pass/fail or audit are *not* allowed  Yes

Confirm that special topics courses are only used if all instances count for the certificate:  Yes

*All instances of the “SAME” topic*

Will you use the typical minimum GPA requirement of 3.0 for all course work for the certificate?  Yes

If no, specify other requirements:

Are courses taken Credit/No Credit allowed?  No
   If yes, specify limits:

Will exceptions to requirements be allowed?  No
   If yes, specify limits and process:

The department/program has a process in place to monitor student progress and to notify the Registrar’s Office when students complete the certificate requirements  Yes

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

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 not earn a graduate certificate if they are also earning a post-baccalaureate major/degree or PhD minor with the same name.)

Assessment plan – confirm that the proposal includes a plan that describes how the faculty will regularly evaluate student learning.  Yes