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: Certificate in Type 2 Translational Research
Faculty Program Director: Barbara Bowers
Primary Faculty/Staff Contact: Barbara Bowers
Home Department/Academic Unit (Name/UDDS): Institute for Clinical and Translational Research
Approval Date: April 2009
School/College: School of Medicine and Public Health
Approval Date: April 2009
GFEC Approval Date: April 2009
UAPC Approval Date: April 2009
Implementation Term (typically the fall term after UAPC approval): Fall 2009
Year that first program review is scheduled (usually 5 years after implementation): 2014

Plan Descr (assigned by the Registrar’s Office):
CIP Code (assigned by Academic Planning and Analysis):
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only):

Curriculum:
___x___ 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): 14-15
Credits required to be taken in residence at UW-Madison (must be at least 50%): 50%
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: 15

What provisions have you made in the admissions process to gain consent from students’ degree/major program(s) to participate in the certificate program?

Confirm that all courses numbered 300 or above Yes

Confirm that courses taken as pass/fail or audit are not allowed No
Confirm that special topics courses are only used if all instances count for the certificate: No

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