Implementation Form – Capstone Certificates
Name of Capstone Certificate: Capstone Certificate in Bioinformatics

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

Faculty Program Director: Mark Craven
Primary Faculty/Staff Contact: Whitney Sweeney
Home Department/Academic Unit (Name/UDDS): Biostatistics and Medical Informatics/A531200
Approval Date: April, 2000
School/College: School of Medicine and Public Health
Approval Date: October 18, 2000
GFEC Approval Date: graduate faculty ex comm. May 12, 2000
UAPC Approval Date: November, 2000
Implementation Term (typically the fall term after UAPC approval): Fall 2001
Person/office responsible for maintaining requirements in DARS: Whitney Sweeney
Year that first program review is scheduled (usually 5 years after implementation): We have not yet scheduled a program review

Plan Code (assigned by the Registrar’s Office): UNCS 106
Plan Descr (assigned by the Registrar’s Office): Bioinformatics
CIP Code (assigned by Academic Planning and Analysis): 261102 (Biostatistics)

Curriculum:
_____X____ Included in proposal
_____X____ A list of required and elective courses is attached

Projected enrollment:

Credit total required: 12 credits required
Confirm that all credits required to be taken in residence at UW-Madison: Yes
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
Confirm that a minimum of 9-12 courses are 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

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Will you use the typical minimum GPA requirement of 3.0 for all course work for the certificate? Yes
If no, specify other requirements:

Will exceptions to requirements be allowed? Yes
If yes, specify limits and process:
In very rare instances, exceptions to the requirements could be allowed. To do this, the instance would be brought to the attention of the Bioinformatics Capstone Committee and a unanimous decision would need to be made to grant the exception.

Confirm that the department/program understands that the Capstone is open only to non-degree seeking Special Students who hold a Bachelor’s Degree Yes

Confirm that the department/program understands that DARS is the document of record for Capstone Certificates and that the department/program must coordinate with the Registrar’s Office, who is the unit that is the DARS encoder for all Capstone programs. Yes

Confirm that 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

Describe this process: Whitney Sweeney is the certificate program coordinator. Each semester, she will check student files to determine student progress. Once students have completed the requirements, she will notify the registrar.

Confirm that the proposal includes a plan that describes how the faculty will regularly evaluate student learning Yes

Specify overlap provisions – name degree/major or certificate programs that a student may have previously earned that disqualify them from being admitted to the Capstone: Students would only be disqualified if they had already earned a degree or certificate in Bioinformatics or Medical Informatics.

Will this program be run on Program Revenue? No
If yes, indicate which fund will be used 131 104-2