Implementation Form – Capstone Certificates

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

Name of Capstone Certificate: Capstone Certificate in Clinical Nutrition
Faculty Program Director: Lynette M. Karls
Primary Faculty/Staff Contact: Lynette M. Karls
Home Department/Academic Unit (Name/UDDS): Department of Nutritional Sciences
Approval Date: February 27, 2013
School/College: College of Agricultural and Life Sciences
Approval Date: April 26, 2013
GFEC Approval Date: To be discussed on May 12, 2013. Approved by UAPC,
UAPC Approval Date: If approved by GFEC, to be discussed on June 24, 2013. June 25, 2013.
Implementation Term (typically the fall term after UAPC approval): Pilot courses to be taught Spring 2014 and Summer 2014; program will begin fall 2014.
Year that first program review is scheduled (usually 5 years after implementation): 2019

Plan Code (assigned by the Registrar’s Office):
Plan Descr (assigned by the Registrar’s Office):
CIP Code (assigned by Academic Planning and Analysis): 30.1901

Curriculum:
___X___Included in detail in the proposal
___X___A list of required and elective courses is attached (Required courses included in the proposal; no elective courses needed for the program.)

Credit total required: 12
Confirm that all credits required to be taken in residence at UW-Madison: Yes No
Confirm that all core/required courses are approved through Divisional Committee: Yes * No
* NOTE: All courses scheduled to be discussed at Divisional Committee on May 10, 2013.
Confirm that courses in curriculum are offered on a regular basis and have space for students in this program: Yes No

Projected enrollment: 8-10 students in the beginning; program may accommodate 30+ students.

Confirm that a minimum of 9-12 courses are numbered 300 or above Yes No
Confirm that courses taken as pass/fail or audit are not allowed Yes No
Confirm that special topics courses are only used if all instances count for the certificate: No special topics courses used. Yes No
Will you use the typical minimum GPA requirement of 3.0 for all course work for the certificate?  
See below *  
Yes  No  
If no, specify other requirements:

* Standards for good academic standing in the program are as follows:
  - Students must earn > 3.00 GPA on all course work attempted for the certificate program.
  - No program courses (NS 650, 651, 652, 653) with grades less than C will be accepted for certificate completion.
  - Students receiving an Incomplete (I) grade are allowed the subsequent semester of enrollment to complete the course work.

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

Confirm that the department/program understands that the Capstone is open to only non-degree seeking Special Students who hold a bachelor’s degree.  
Yes  No

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 will be the unit that is the DARS encoder for all Capstone programs.  
Yes  No

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  No

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.  None.

Assessment plan – confirm that the proposal includes a plan that describes how the faculty will regularly evaluate student learning.  
Yes  No