Implementation Form – Capstone Certificates

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

Name of Capstone Certificate: **Capstone Certificate in Communication Sciences and Disorders**
Faculty Program Director: Jan Edwards, Chair of Communicative Disorders
Primary Faculty/Staff Contact: Jan Edwards
Home Department/Academic Unit (Name/UDDS): Department of Communicative Disorders (A4818)

Approval Date:
School/College: College of Letters and Science
Approval Date: March 20, 2012
GFEC Approval Date: April 13, 2012
UAPC Approval Date: April 19, 2012
Implementation Term (typically the fall term after UAPC approval): Fall 2013
Year that first program review is scheduled (usually 5 years after implementation): Fall 2018

Plan Code (assigned by the Registrar’s Office):
Plan Descr (assigned by the Registrar’s Office):
CIP Code (assigned by Academic Planning and Analysis): 51.0204

Curriculum:

- \text{X} \quad \text{Included in detail in the proposal}
- \quad \text{A list of required and elective courses is attached}

Credit total required:

- Confirm that all credits required to be taken in residence at UW-Madison: \quad \text{Yes} \quad \text{No}
- Confirm that all core/required courses are approved through Divisional Committee: \quad \text{Yes} \quad \text{No}
- Confirm that courses in curriculum are offered on a regular basis and have space for students in this program: \quad \text{Yes} \quad \text{No}

Projected enrollment: 15 (year 1); 20 (year 2 and thereafter)

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

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.

*Undergraduate major in Communicative Disorders*

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