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 Graduate / Professional Certificate: Consumer Health Advocacy
Faculty Program Director: Kathleen O’Connell
Primary Faculty/Staff Contact: Carole Kolb
Home Department/Academic Unit (Name/UDDS): Center for Patient Partnerships
    Approval Date: April 5, 2007
School/College: Law School
    Approval Date: May 4, 2008
GFEC Approval Date: May 9, 2008
UAPC Approval Date: June 9, 2008
Implementation Term (typically the fall term after UAPC approval): Fall 2008
Year that first program review is scheduled (usually 5 years after implementation): Fall 2013

Plan Code (assigned by the Registrar’s Office): GCRT255
Plan Descr (assigned by the Registrar’s Office): Consumer Health Advocacy
CIP Code (assigned by Academic Planning and Analysis): 220208
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): SOC (Social Studies)

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): 12
Credits required to be taken in residence at UW-Madison (must be at least 50%): 9
   Yes   No
Confirm that all core/required courses are approved through Divisional Committee:
   Yes   No
Confirm that courses in curriculum are offered on a regular basis and have
space for students in this program:
   Yes   No

Projected enrollment:

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

Upon admission, students are required to confirm that they have gained consent from their major advisor
to participate in the certificate.
Confirm that all courses 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:  
Yes  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:

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

Will exceptions to requirements be allowed?  
Yes  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  No

Program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate.  
Yes  No

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  No