Implementation Form – Capstone Certificates

Name of Capstone Certificate: Nursing Care of Children with Chronic Conditions in Schools

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

Faculty Program Director: Lori Anderson, PhD, RN, CPNP-PC
Primary Faculty/Staff Contact: Gale Barber, Assistant Dean for Academic Programs
Home Department/Academic Unit (Name/UDDS): A5400 School of Nursing
Approval Date:
School/College: School of Nursing
   Approval Date: January 11, 2013
GFEC Approval Date: March 9, 2013
UAPC Approval Date: March 21, 2013
Implementation Term (typically the fall term after UAPC approval): Fall 2013
Person/office responsible for maintaining requirements in DARS: Marcia Voss, Sr. Student Services Coord.
Year that first program review is scheduled (usually 5 years after implementation): 2018-2019

Plan Code (assigned by the Registrar’s Office):
Plan Descr (assigned by the Registrar’s Office):
CIP Code (assigned by Academic Planning and Institutional Research): 51.38.99

Curriculum:

X Included in proposal

A list of required and elective courses is attached (preferred)

Projected enrollment: 5-8 students per year

Credit total required: 10 credits
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

The 1-credit course N740 Issues in Nursing Care of Children Illness in the Schools has been approved by the School of Nursing faculty and has been submitted for review by Social Studies Divisional Committee.

Confirm that courses in curriculum are offered on a regular basis and have space for students in this program: Yes No

Confirm that a minimum of 9-12 credits 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 are planned.**

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: The curriculum and requirements for the capstone certificate program are prescribed; few exceptions or course substitutions are anticipated. Exceptions will be approved by the certificate program director.

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 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 is 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

Describe this process: When capstone students first enroll, they will be enrolled into the plan code corresponding to the *Nursing Care of Children with Chronic Conditions in Schools* capstone certificate program. Each student will be assigned to the certificate program faculty director as a faculty advisor. The certificate program faculty director and the Graduate Program Student Services Coordinator are responsible for tracking and managing enrollment in the capstone certificate program. They will remain conversant in DCS/ACSSS and Registrar’s Office practices relative to this consideration.

The certificate program faculty director and the Graduate Program Student Services Coordinator will review student progress at the end of each academic year. A minimum 3.0 GPA must be earned on all coursework attempted for the program and will be verified every semester by the Student Services Coordinator who also will be responsible for communicating with the Registrar’s Office and the Division of Continuing Studies when students have met all the requirements for the certificate.

Confirm that the proposal includes a plan that describes how the faculty will regularly evaluate student learning. The proposal includes expected student learning outcomes and a plan for assessing student learning.

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: N/A

Will this program be run on Program Revenue? Yes No

If yes, attach Program Revenue Approval and Implementation Form

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Care of Children with Chronic Conditions Program Implementation Form