**Program Change Request**

**Date Submitted:** 05/08/20 11:55 am

**Viewing:** **UNC727 : Capstone Certificate in Clinical Nurse Specialist - Adult/Gerontology**

**Last approved:** 09/18/18 11:24 am

**Last edit:** 07/20/20 3:17 pm

Changes proposed by: kbleier

Catalog Pages Using this Program

- Clinical Nurse Specialist – Adult/Gerontology, Capstone Certificate

**Proposal Abstract/Summary:**

The School of Nursing (SoN), with the support of APIR and SoN governance is requesting to discontinue the Clinical Nurse Specialist - Adult/Gerontology Capstone Certificate. Since its inception, the CNS Capstone Certificate has had no students enroll.

If approved, what term should the proposed change be effective?

- Spring 2021 (1214)

Select yes if this proposal is only to add, remove, or rearrange curricular requirements, and will change less than 50% of the curriculum.

- No

**Basic Information**

**Program State:** Discontinued Active

**Type of Program:** Capstone Certificate (Special only)

**Who is the audience?**

Special

**Home Department:** School of Nursing (NURSING) NURSING

**School/College:** School of Nursing

The program will be governed by the home department/academic unit as specified. Will an additional coordinating or oversight committee be established for the program?
Is this in the Graduate School? Yes
SIS Code: UNCS727
SIS Description: Clinical Nurse Specialist CAP
Transcript Title: Capstone Certificate in Clinical Nurse Specialist - Adult/Gerontology

Suspension and Discontinuation

What is the last term that a student could declare this program? Fall 2019 (1202)
What is the last term that students may be enrolled in or complete the program? Summer 2020 (1206)
What is the timeline and advance communication plan?
There are currently no students enrolled in this capstone certificate, nor are there any applicants for the 2020-2021 academic year. Once the discontinuation is approved, we will update our website and external communications (flyers, etc).

Explain the precipitating circumstances or rationale for the proposal.
There have been no students enrolled in this capstone certificate program since its inception and the School of Nursing does not see a need for this program in the future. Degree-seeking students in the Doctor of Nursing Practice (DNP) and nursing PhD program have completed the grad/prof nurse educator certificate, but no students have enrolled in the capstone.

What is the potential impact on enrolled students?
There are no currently enrolled students in this capstone certificate.

What is the potential impact on faculty and staff?
The courses affiliated with this capstone certificate will continue being taught as electives for our current DNP students and/or grad/prof certificate students. There will be no impact to faculty.

Explain and provide evidence of efforts made to confer with and to notify faculty and staff.
Explain and provide evidence of efforts made to confer with and to notify current students.
School of Nursing governance, which includes faculty, staff, and students has approved the discontinuation of this capstone certificate. There are no current students in the capstone certificate program with whom we could confer.
Explain and provide evidence of efforts made to confer with and to notify alumni and other stakeholders.

Teach-out plan - How will program quality be maintained during the suspended period or the teach-out period for discontinued programs?
The courses affiliated with this capstone certificate will continue being taught as electives for our current DNP students and grad/prof certificate students.

Teach-out plan: A) For currently enrolled students, how will required courses, curricular elements, advising and other student services be provided?
not applicable

Teach-out plan: B) For prospective students in the admissions pipeline, how are any commitments being met or needs to notify them that their program of interest will not be applicable

Teach-out plan: C) For stopped out students, what provisions are made for their re-entry? What program(s) will they be re-entered into?
not applicable

Teach-out plan: D) Provide any other information relevant to teach-out planning.

Roles by Responsibility: List one person for each role in the drop down list. Use the green + to create additional boxes.

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<tr>
<th>Role Type</th>
<th>Name (Last, First)</th>
<th>Email</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Department Chair</td>
<td>Scott, Linda</td>
<td><a href="mailto:ldsco@wisc.edu">ldsco@wisc.edu</a></td>
<td>608/263-9725</td>
</tr>
<tr>
<td>Faculty Director</td>
<td>M McGranahan, Pamela</td>
<td><a href="mailto:pmcgranahan@wisc.edu">pmcgranahan@wisc.edu</a></td>
<td>608/263-5337</td>
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Are all program reviews in the home academic unit up to date? Yes
Are all assessment plans in the home academic unit up to date? Yes
Are all assessment reports in the home academic unit up to date? Yes
Mode of Delivery: Face-to-Face (majority face-to-face courses)
Will this program be part of a consortial or collaborative arrangement with another college or university? No
Will instruction take place at a location geographically separate from UW-Madison? No
Will this program have outside accreditation? No
Will graduates of this program seek licensure or certification after graduation? No

Faculty and Staff Resources

Confirm that the program advisor(s) or coordinator(s) have been consulted and reviewed this proposal. Yes

Curriculum and Requirements

If you are proposing a change to the curriculum, what percentage of the curriculum is changing? No change
Guide Admissions/How to Get In tab

Applicant requirements
Master’s degree from an accredited nursing program
Current RN licensure in Wisconsin (or eligibility)
Completion of prerequisite courses (3 credits each) in physiology, physical assessment, and pharmacology with a grade of B or better. Physiology and physical assessment must be within 5 years and pharmacology must be within 3 years.

Admission
A complete application includes the following:
An online application for admission as a University Special student, selecting UNCS Capstone Certificate and the program: Clinical Nurse Specialist–Adult/Gerontology. This received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.

Additional steps as required by the School of Nursing.

Enrollment
Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional steps as required by the School of Nursing.

The School of Nursing will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

Are international students permitted to enroll in this program? No
Those who are not familiar with using the html editor fields may upload a document with information about the curriculum for use by those who will format and edit the content that will appear in the Guide.
Program Learning Outcomes and Assessment

List the program learning outcomes.

<table>
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<th>Outcomes – enter one learning outcome per box. Use the green + to create additional boxes.</th>
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Summarize the assessment plan.

Approved Assessment Plan:

Commitments

All required courses are approved through the school/college level.

Yes

Courses are offered on a regular basis to allow timely completion.

Yes

Courses have enrollment capacity.

Yes

Courses in the curriculum are numbered 300 or higher.

Yes

Courses in which a student elects the pass/fail option will not count toward completion of requirements.

Yes

Special topics courses are only used if all topics count for the certificate.

Yes

All requirements must be met; exceptions that amount to waiving requirements are not permitted.
Course substitutions to the curriculum should be kept to a minimum; if substitutions are being made on a regular basis, the curriculum should be re-examined. When course substitutions are made, the substituted course should be formally added to the curriculum through governance for inclusion in the curriculum the following academic year.

Substitutions are not permitted for any course unless the substitution would be provided for every student with the same substitution request.

All of the Capstone certificate credits must be earned “in residence” (which includes on campus and distance-delivered courses) at UW-Madison while enrolled in the Capstone program. Because a Capstone certificate is comprised of just a few courses, it is not appropriate for students who already have completed the same or similar coursework at another institution.

Students must earn a minimum grade of C on all attempted Capstone certificate coursework.

The program faculty/staff will ensure the program is encoded into DARS and will work with the Registrar’s Office DARS liaison to keep approved revisions to the curriculum.

All students will be declared into the appropriate plan code in SIS via either an admission process or e-declaration. If the student does not have the plan code on their SIS the student is not considered to be in the program.

The program faculty/staff will ensure the program website, Advance Your Career materials if applicable, and other presentations are consistent with the Guide information.

Degree-seeking students may not be concurrently enrolled in a Capstone certificate program.

Students enrolled in Capstone certificate programs are NOT eligible for teaching assistant (TA), research assistant (RA), project assistant (PA) nor graduate fellowship support. All students must disclose this program policy to Capstone certificate students in the recommendation of admission letter, program website, program handbook, and program orientation.

To be eligible for admission to a Capstone program, a student must hold an earned bachelor’s degree or equivalent credential from an accredited college or university.

Supporting Information

List name and department of those who are in support of this proposal.

If those supporting the proposal provided a letter or email of support upload here. A letter is NOT required. Upload any other explanatory information about support from other UW-Madison units.

Additional Information:

Approvals

Department Approval - This proposal has been approved by the faculty at the department/academic unit level. The program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.

Discontinuation of the Capstone Certificate in Clinical Nurse Specialist - Adult/Gerontology was approved by the School of Nursing’s Academic Planning Council on May 8, 2020.

Entered by: Katie Bleier
Date entered: 5/08/2020

School/College Approval - This proposal has been approved at the school/college level and it is submitted with the Dean’s support. The Dean and program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.

Discontinuation of the Capstone Certificate in Clinical Nurse Specialist - Adult/Gerontology was approved by the School of Nursing’s Academic Planning Council on May 8, 2020.

Entered by and date: Katie Bleier 5/8/2020
GFEC Approval - This proposal has been approved by the Graduate Faculty Executive Committee and the Dean of the Graduate School.

Enter any notes about the approval here:

Entered by: 
Date entered: 

UAPC Approval - This proposal has been approved by the University Academic Planning Council and the Provost.

Enter any notes about approval here:

Entered by: 
Date entered: 

For Administrative Use

Admin Notes: 
Guide URL: 
Effective date: 
Career: Special Student 
SIS Program Code: UNCS 
SIS Short Description: CNrsSpcl 
Other plan codes associated with this program: 
Degree: CRT 
Field of Study: Biological Science 
Program Length: 1 
National Student Clearing House Classification: Post Baccalaureate certificate 
Plan Group: 727 
Award Category: Capstone 
Enrollment Category: Capstone Special 
CIP Code: 51.3818 - Nursing Practice. 
UWSTEM: 
HEALTH: Yes 
Educational Innovation Program: 
Distance Education Program: 
Non Traditional Program: Plan is 
Special Plan Type: The entire plan is a Non-pooled plan 
CDR certificate category: Postbaccalaureate certificate 
Reviewer Comments