

UWM Policy on Undergraduate Certificates

Definition:

A certificate program is a sequence of courses that provides participants with specialized knowledge and skills for personal enrichment, professional advancement, or career change and may be awarded at the undergraduate or graduate level. Most certificates at UWM are 15-21 credits, though some certificates may have more credits depending on the field. This policy requires a minimum of 12 credits for a certificate.

Creating a Certificate:

Review the Academic Approval Matrix (SAAP 1-1) to see the steps required for approval of the certificate proposal by the requisite governing bodies.

The proposal should address the following requirements:

Program Identification

1. Title of the proposed certificate.
2. Department(s) or functional equivalent(s) sponsoring the certificate.
3. College(s), school(s), or functional equivalent(s).
4. Timetable for initiation.

Rationale

Discuss the reason(s) for establishing a new certificate in this area of study.

Institutional Context

1. Relationship to the mission of the institution.
2. Relationship to the Academic Plan.
3. Relationship to/impact on other UWM programs.

Need

Discuss the potential demand for the program, target population, estimated enrollment, and related programs offered at UWM.

Program Description and Assessment

Description

1. Provide a brief narrative description of the program.
2. Define the nature of the program: Is it a disciplinary concentration where the goal is to achieve a measure of depth within a defined area? Is it multidisciplinary where the goal is to broaden one's knowledge and/or perspective on a particular area of study?

3. Indicate the number of credits and the specific courses or choice of electives that make up the certificate program. Describe any capstone requirement.
4. Is this certificate program available to students not pursuing a degree at UWM? If so, contact the Department of Financial Aid to discuss if any US Department of Education regulations apply. If so, address them here.
5. List learning outcomes that will be attained through this certificate. If relevant, discuss profession or certification/licensing standards that are addressed in the proposed curriculum.
6. Discuss any anticipated alternative modes of delivery other than face-to-face.
7. Identify minimum grade point average (GPA), any specific background preparation, and any other requirements for admission.
8. State minimum grades required in specific courses, if any, and cumulative GPA required in certificate courses.
9. Transfer credit is subject to the UWM Transfer Policy. If the program has a more restrictive policy for transfer credit, that should be stated here.

Assessment

Describe the assessment plan to include how the learning outcomes will be assessed, how the information from assessment will be used to improve the program, and how the effectiveness of the program will be evaluated.

Program Administration

State position title of person responsible for certificate program (e.g., director, coordinator) and name of any committee responsible for curricular development and review, student advising, etc. Describe how such a committee will be appointed.

Participating Faculty

Provide a list of participating faculty members.

Resources

Address issues of cost to the university and any special charges or fees. If additional costs are involved, a letter from the relevant dean(s) must be included verifying the arrangements to provide for the additional costs.