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# NONDEGREE/VISITING STUDENT GUIDE

Individuals who wish to enroll in UW–Madison credit courses but are not in degree status at this university may apply for admission as a University Special student. The 15 categories of University Special students each have a distinct educational goal, admission criteria, enrollment policy, and tuition/fees rate. All University Special students establish an official UW–Madison student record and are responsible for adhering to the university's academic policies and procedures, and to the student code of conduct. The office of admissions, advising assistance, and the academic dean for University Special students is Adult Career and Special Student Services (<https://acsss.wisc.edu>) (ACSSS). ACSSS is a unit of the Division of Continuing Studies (DCS) (<http://continuingstudies.wisc.edu/>).

## TYPES OF STUDY

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- Capstones (p. 5)
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## HOW TO GET IN

### ADMISSIONS

Admission as a University Special student is available for all terms: fall, spring, and summer. Applying at least one month before the start of the term is recommended as it can take one to three weeks to review, approve, and process an application. Timely admission is important in order to take advantage of an earliest enrollment date. Capstone certificates, programs with preselected or international students, and high school classifications will have earlier application deadlines, as an admission decision depends on input from departments or other units. Additional information about University Special student admission can be found at ACSSS (<https://acsss.wisc.edu/>).

The application has two options as listed below. However, first-time University Special students should read the details and more specific application information provided for each student type at Types of Study (p. 2) to prepare for the required steps.

- Applying via the University Special Student application (<https://acsss.wisc.edu/apply/>) or
- Applying as a reentry student if previously enrolled at UW–Madison. Access the application through My UW using your NetID (<https://my.wisc.edu/>).

## SUMMER TERM

Each summer, more than 13,000 undergraduate students enroll in summer courses offered on campus or online. They may choose from more than 1,000 credit classes in sessions lasting from one to 13 weeks. UW–Madison undergraduates enroll for summer courses the same way as for fall and spring courses. Students not in degree status at UW–Madison should apply for University Special student admission in the appropriate classification by early spring in order to be eligible to enroll in April. For more information on course offerings, sessions, and summer term, see Summer Term (<http://summer.wisc.edu>).

## POLICIES AND REGULATIONS

### POLICIES AND REGULATIONS

#### ENROLLMENT POLICIES

Enrollment times assigned to University Special students depend on the classification. For fall and spring terms, it ranges from the first day of class to four weeks before the term begins. For summer term, a date in April or May is assigned.

In order to enroll in a course, students—including University Special students—must meet course prerequisites and requirements which are listed in the courses section (<http://guide.wisc.edu/courses/>) of the *Guide*. Courses taken at other colleges and universities will not be part of the UW–Madison record. Students should confer with a department or course instructor to confirm a prerequisite has been met.

#### CREDIT LOAD

University Special students are permitted to carry up to 18 credits in the fall and spring terms unless other limitations have been specified by their classification, advisors, or program. Summer term course loads are limited to one credit per week of session (3 credits in a 3-week session, 4 credits in a 4-week session, etc) with the exception of the eight-week general session which allows for 9 credits over the 8-week period.

#### GRADING

Grades for each course are reported on the official UW–Madison transcript. The GPA is posted on a term-by-term basis and affects academic eligibility to continue in another term. While in University Special student status, a cumulative GPA is not calculated or displayed on the official UW–Madison student record. However, if a student becomes an undergraduate degree student earning a first UW–Madison undergraduate degree, then any grades and credits earned as a University Special student will transfer in and will be calculated in the final undergraduate degree GPA. Also, grades earned as a Special student will not change a previous cumulative undergraduate or graduate degree GPA earned at UW–Madison, including if a course is repeated.

A 2.0 minimum GPA is required of University Special students in order to continue in future terms. (Capstone Certificate program students have a higher GPA requirement.) Any University Special student who does not achieve the minimum grade point requirement will automatically receive a "must obtain permission to continue" action on the student record and will be prevented from enrolling in future terms. Such students should contact an ACSSS advisor or the academic dean (<https://acsss.wisc.edu/contact/>) regarding the policy and eligibility to continue in the future.

## INCOMPLETES

Under limited circumstances a grade of Incomplete (I) (<https://registrar.wisc.edu/incompletes.htm>) may be reported for a student. As for all students, an incomplete is used only when a student, due to an illness or other substantial cause, is unable to take the final examination or complete some portion of course requirements. A University Special student who receives an Incomplete (I) has until the end of the next term of enrollment (excluding summer term) to complete the work and receive a final grade. Otherwise, the Incomplete will automatically lapse to an F.

## PASS/FAIL OPTION

University Special students (excluding Capstone Certificate program students) may elect to take courses under the pass/fail option following university procedure. A grade of S shall be recorded by the registrar in place of instructors' grades of A, AB, B, BC, C; the grade of U shall be recorded by the registrar in place of instructors' grades of D or F. The deadline and process for requesting pass/fail grading is posted on the registrar's website (<https://registrar.wisc.edu/>).

## AUDITING COURSES

There are two ways to audit a course within the University Special student status.

One—follows the process available to degree students whereby a student enrolls in a course for credit and then uses the Course Change Request in the enrollment system to change to audit. The student confirms with the instructor the attendance and required work to earn a grade of S (Satisfactory). The tuition assessment is at the credit level.

Two—available only to University Special students who are admitted in one of two classifications: Guest auditor or Senior Guest auditor if age 60 or older. Per policy of the UW Board of Regents, Guest auditors may enroll in courses on an audit-only basis and pay reduced or no tuition. Permission from the instructor is required prior to enrolling in a course. Audit credit is *automatically assigned* based on the student classification. Guest auditors do not pay student segregated fees and have access limited to libraries and computer labs. See ACSSS for further detail (<https://acsss.wisc.edu/special-student-types/>).

## TUITION AND FEES

The tuition rate and any fee assessment varies with the number of credits for which enrolled, the classification of University Special students, and residency status (Wisconsin, Nonresident, Minnesota, or International). Many classifications pay at the undergraduate student rate, which may be viewed on the Bursar's Office webpage (<https://bursar.wisc.edu/tuition-and-fees/tuition-rates/>). For Capstone Certificate programs consult with the program coordinator for current tuition rates which are similar to the graduate student rate.

Most University Special students pay the student segregated fees which provide full access to all university services including campus libraries, computer labs, Metro bus pass, recreational facilities, and University Health Service. Students enrolled in at least five credits may purchase the Student Health Insurance Plan (SHIP). If a student is in a classification or program that does not assess student segregated fees, then access is limited to the libraries and computer labs. This includes Guest auditors, Senior Guest auditors, some online Capstone Certificate programs, and off-campus classes.

## STUDENT PRIVACY RIGHTS

The university has adopted a policy statement implementing all provisions of the Family Educational Rights and Privacy Act

(FERPA) which is available at the Office of the Registrar (<https://registrar.wisc.edu/>), 333 East Campus Mall #10101. The university, in accordance with FERPA, designated specific information as "directory information (<https://registrar.wisc.edu/ferpa-directory/>)," which is publicly available unless a student asks to have any or all of it withheld.

Students may elect to keep some or all of their "directory information" confidential by restricting their information via the Student Center tile in My UW (<https://my.wisc.edu>). Students with questions about the provisions of the act or who believe the university is not complying with the act may obtain assistance from the Office of the Registrar.

## AVAILABILITY OF ACADEMIC RECORD INFORMATION TO OTHERS

A student may authorize a third party (e.g., a parent, guardian, spouse, potential employer, etc.) access to academic record information. An authorization form is available at the Office of the Registrar's website, or by visiting the Office of the Registrar (<https://registrar.wisc.edu/>), 333 East Campus Mall #10101. It permits release of specified information on a one-time basis to the specified third party. If no authorization is on file, it is assumed that the student does not give a third party access to academic record information. This policy is designed to give students specific control over the parties to whom academic record information may be released. Grade reports will not be sent by the university to parents or guardians.

## ACADEMIC INTEGRITY

UW–Madison students have the obligation to conduct their academic work in a manner consistent with high standards of academic integrity. They also have the right to expect that all students will be graded fairly, and they have the rights of due process should they be accused of academic misconduct. Students should become familiar with the rules of academic misconduct (UWS Ch. 14) and consult with their instructors if they have concerns about possibly observing misconduct or whether something is acceptable. For complete discussion of the rules regarding academic integrity, see the Office of Student Conduct and Community Standards website (<https://conduct.students.wisc.edu/academic-misconduct/>), or contact the office at 608-263-5700, Room 70, Bascom Hall.

## STUDENT RIGHTS AND RESPONSIBILITIES

Every member of the University of Wisconsin–Madison community has the right to expect to conduct his or her academic and social life in an environment free from threats, danger, or harassment. Students also have the responsibility to conduct themselves in a manner compatible with membership in the university and local communities. UWS Chapters 17 and 18 of the Wisconsin Administrative Code list the university policies students are expected to uphold and describes the procedures used when students are accused of misconduct. View the complete text of UWS Chapter 17 ([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/17/](https://docs.legis.wisconsin.gov/code/admin_code/uws/17/)), or contact the Office of Student Conduct and Community Standards, 608-263-5700, Room 70 Bascom Hall.

No student may be denied admission to, participation in or the benefits of, or discriminated against in any service, program, course or facility of the [UW] system or its institutions or centers because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

## STUDENT GRIEVANCE PROCEDURE

Any student at UW–Madison who feels that he or she has been treated unfairly has the right to voice a complaint and receive a prompt hearing

of the grievance. The basis for a grievance can range from something as subtle as miscommunication to the extreme of harassment. For assistance in determining options, students can contact the Dean of Students Office, 608-263-5700, Room 70 Bascom Hall, Monday–Friday, 8:30 a.m.–4:30 p.m.

## RESOURCES

### ACADEMIC ADVISING

Advising and education planning (<https://acsss.wisc.edu/>) are available to community adults and university employees, as well as to University Special students and returning adult degree students. The goal is to help adults make a decision regarding further education.

### FINANCIAL INFORMATION

Many forms of financial aid, including federal financial aid, require a student to be in degree status. Therefore, such aid is not available to University Special students with the exception of those enrolled in Capstone certificates (UNCS classification) and those taking prerequisites for graduate or professional school admission (UNRS classification). These students must meet the eligibility criteria outlined at: <https://financialaid.wisc.edu/eligibility/>.

The Adult Career and Special Student Services office administers a scholarship and grant program specifically for returning adult students and single-parent students, mostly in degree status. Grants are awarded three times each year, and scholarships on an annual basis. Details are provided at the ACSSS website Financing Your Education (<https://acsss.wisc.edu/financing-your-education/>).

### OTHER CAMPUS RESOURCES FOR NONDEGREE AND ADULT STUDENTS

University Special students enrolled for credit and paying student segregated fees have access to the services and programs on the same terms as degree students. This includes University Health Services, Student Health Insurance Plan, McBurney Disability Resource Center, Office of Child Care and Family Resources, the Madison Metro Bus Pass, Division of Information Technology (DoIT), University Recreation & WellBeing, Veterans Services and Military Assistance Center, and many more. Consult the listing at Adult Career and Special Student Services (<https://acsss.wisc.edu/new-student-resources/>) for more information.

## NONCREDIT CLASSES AND CERTIFICATES

### NONCREDIT CLASSES, UW–MADISON CONTINUING STUDIES

Students interested in supplementing their university credit courses with noncredit classes, certificates, and programs will find hundreds of opportunities through the Division of Continuing Studies (<https://continuingstudies.wisc.edu/>).

Noncredit Continuing Education is also offered through the following Schools and Colleges:

Education Outreach and Partnerships (<https://education.wisc.edu/outreach/>)

Engineering Professional Development (<https://epd.wisc.edu/>)

The Information School (<https://ischool.wisc.edu/continuing-education/>)

Interprofessional Continuing Education Partnership (<https://ce.icep.wisc.edu/>) (School of Medicine)

Nursing Professional Development (<https://nursing.wisc.edu/continuing-ed/>)

Continuing Legal Education at Wisconsin (<https://law.wisc.edu/clew/>)

Division of Pharmacy Professional Development (<https://ce.pharmacy.wisc.edu/>)

## ACADEMIC CALENDAR

### ACADEMIC CALENDAR

Establishment of the academic calendar (<https://www.secfac.wisc.edu/academic-calendar.htm>) for the University of Wisconsin–Madison falls within the authority of the faculty as set forth in Faculty Policies and Procedures. Construction of the academic calendar is subject to various rules and guidelines prescribed by the Board of Regents, the Faculty Senate and State of Wisconsin legislation. Approximately every five years, the Faculty Senate approves a new academic calendar which spans a future five-year period.

The current calendar was adopted by the Faculty Senate in September 2016.

## BADGER READY

The Badger Ready (<https://acsss.wisc.edu/badger-ready/>) program provides insight, opportunity, and support for degree-seeking adults who may face barriers to completing an undergraduate degree.

This transitional program is for adults 25+ and veterans of any age who typically have a minimum of 24 credits from an accredited institution (former UW–Madison students simply apply for reentry admission (<https://admissions.wisc.edu/apply-as-a-reentry-student/>)) and a cumulative break in education of at least two years.

After successfully completing specific academic and program criteria, a participant can be admitted as a UW–Madison transfer student. These criteria will likely include, but are not limited to, the completion of at least 12 UW–Madison credits as a University Special student with a minimum cumulative 3.0 GPA taken over the course of multiple semesters.

## HOW TO GET IN

Prospective Badger Ready students should apply to UW–Madison using the University Special student application (<https://acsss.wisc.edu/apply/>) under the classification UNPS-Badger Ready. Official high school and post-secondary transcripts should be sent by mail to: ACSSS, 21 N. Park St., Madison, WI 53715; or by email to: [badger.ready@wisc.edu](mailto:badger.ready@wisc.edu). Applications will not be complete until all transcripts have been received.

Applicants with complete files will meet with a Badger Ready advisor to assess career goals, and review transcripts and course history. After this meeting, an admission decision will be made. Badger Ready is focused on the present and an applicant's current level of academic readiness. Prior GPA alone will not be a barrier to admission. The advisor will help applicants determine if UW–Madison is a good fit and can help explore

other options as well. Advisors collaborate with the Office of Admissions and Recruitment and other campus advisors to ensure each applicant's academic plans are achievable.

## CAPSTONES

Capstone certificates allow individuals with a bachelor's degree to obtain additional professional skills and certification. Capstones do not lead to the conferral of a degree, but do appear on a student's UW–Madison transcript.

Capstone certificate students are admitted as University Special students through Adult Career and Special Student Services (<https://acs.wisc.edu/>) (ACSSS). ACSSS as the academic dean is responsible for issues related to student enrollment and the student's official record.

An ACSSS student services coordinator works with each department's capstone certificate coordinator on advising, admissions, enrollment eligibility, and program completion. Capstone certificates typically follow rules of the Graduate School (<https://grad.wisc.edu/acadpolicy/>) (<https://grad.wisc.edu/acadpolicy/#enrollmentrequirements>) for tuition, credit limits, and grading.

- Actuarial Science, Capstone Certificate (p. 5)
- Advanced GIS, Capstone Certificate (p. 7)
- Applied Bioinformatics, Capstone Certificate (p. 8)
- Applied Drug Development, Capstone Certificate (p. 9)
- Clinical and Community Outcomes Research, Capstone Certificate (p. 10)
- Clinical and Health Informatics, Capstone Certificate (p. 12)
- Clinical Nutrition, Capstone Certificate (p. 14)
- Clinical Nutrition–Dietetic Internship, Capstone Certificate (p. 15)
- Communication Sciences and Disorders, Capstone Certificate (p. 16)
- Community and Nonprofit Leadership, Capstone Certificate (p. 17)
- Computer Sciences for Professionals, Capstone Certificate (p. 18)
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- Powertrain Electrification, Capstone Certificate (p. 34)
- Psychoactive Pharmaceutical Investigation, Capstone Certificate (p. 35)
- User Experience Design, Capstone Certificate (p. 36)

## HOW TO GET IN

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. The department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. Programs offering capstone certificates monitor all application, academic, and satisfactory progress requirements.

There are two steps to apply for admission to a capstone certificate program:

1. Complete the online University Special student application (<https://acs.wisc.edu/apply/>). This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Complete all application materials required by the specific capstone certificate program. Each specific capstone certificate has distinct criteria for program eligibility, final admission, and progress.

## ACTUARIAL SCIENCE, CAPSTONE CERTIFICATE

The Capstone Certificate in Actuarial Science at the School of Business is a post-baccalaureate program designed to prepare students for an actuarial career. The capstone program is not a degree program. It is a high-quality certificate program designed to prepare students to pass the preliminary professional exams required by the Casualty Actuarial Society (CAS) or the Society of Actuaries (SOA). A key strength of the capstone program is its short time to completion. Full-time students can expect to complete the program in two semesters.

Students accepted into the capstone certificate program have a strong mathematics background and are interested in applying that strength to the actuarial science profession. Capstone students will take classes in actuarial mathematics, predictive modeling, and loss models, and have the option to take other classes with consent from faculty.

Capstone students have access to all School of Business resources available to undergraduate students. Through connections with industry leaders, the University of Wisconsin–Madison Actuarial Science program offers opportunities for students to learn from practicing actuaries and other professionals. Learning opportunities include presentations by industry experts, Co-Curricular Learning Board events and Actuarial Club events. Employers recruit UW–Madison's actuarial science graduates extensively and the demand for actuaries is consistently strong and resilient to economic factors. Students have many resources, such as the Risk and Insurance Career Fair, to connect them with prospective employers so they can begin their actuarial career. Further detail is provided at the School of Business website (<https://wsb.wisc.edu/programs-degrees/certificates/actuarial-science-capstone/>).

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree in a discipline other than actuarial science. Applications are accepted for both fall and spring semesters. All application materials must be received by the deadline



(<https://bus.wisc.edu/degrees-programs/certificates/capstone/actuarial-science/#careers>) posted on the program website.

NOTE: The Capstone Certificate coursework requires that students have background in mathematical probability. Applicants who do not have this background are encouraged to apply and will be expected to study mathematical probability within the first semester of the program.

## APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Actuarial Science
2. The following program-specific application materials can be submitted electronically to [jodi.wortsman@wisc.edu](mailto:jodi.wortsman@wisc.edu) or by US Mail to the Wisconsin School of Business, Attn: Capstone Program Coordinator, Risk and Insurance Department, 5252A Grainger Hall, 975 University Avenue, Madison, WI 53706:
  - Resume or curriculum vitae
  - Transcripts from all universities attended
  - A personal statement that describes your interest in actuarial science, what you would like to do after completion of the Capstone Certificate Program and how the program will help you reach your goals
  - 2 letters of reference from previous or current supervisors and/or instructors (optional)
  - TOEFL scores, if applicable

See the capstone program website (<https://bus.wisc.edu/degrees-programs/certificates/capstone/actuarial-science/#about>) for more information.

## ENROLLMENT

Once admitted, candidates will receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with enrollment instructions and information about tuition and deadlines. The capstone certificate coordinator also will send specific information pertaining to enrollment in and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<https://acsss.wisc.edu/enrollment/>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000
- Must complete 15 credits of coursework from the courses listed below. Students can elect to take courses that meet the SOA/CAS Validation by Educational Experience (VEE) requirements with approval from the capstone director.

The Capstone Certificate coursework requires that students have background in mathematical probability. Applicants who do not have this background are encouraged to apply and will be expected to study mathematical probability within the first semester of the program.

Code	Title	Credits
<b>Required Classes</b>		
ACT SCI 303	Theory of Interest	3

ACT SCI 650	Actuarial Mathematics I	3
ACT SCI 652	Loss Models I	3
<b>Specialization Core</b>		
Choose at least one of:		
ACT SCI 651	Actuarial Mathematics II	3
ACT SCI 653	Loss Models II	3
Choose at least one of:		
ACT SCI 654	Regression and Time Series for Actuaries	3
ACT SCI 655	Health Analytics	3
GEN BUS 656	Machine Learning for Business Analytics	3

## OPTIONAL SUPPORTING COURSES

Code	Title	Credits
Courses recommended as preparation for an actuarial career:		
MATH/STAT 431	Introduction to the Theory of Probability	3
MATH/STAT 309	Introduction to Probability and Mathematical Statistics I	3
STAT 311	Introduction to Theory and Methods of Mathematical Statistics I	3
MATH/STAT 310	Introduction to Probability and Mathematical Statistics II	3
STAT 312	Introduction to Theory and Methods of Mathematical Statistics II	3
ECON 101	Principles of Microeconomics	4
ECON 102	Principles of Macroeconomics	3-4
ECON 111	Principles of Economics-Accelerated Treatment	4
FINANCE/ECON 300	Introduction to Finance	3
FINANCE/ECON 320	Investment Theory	3
Review courses for actuarial examinations:		
ACT SCI 300	Actuarial Science Methods I	1
ACT SCI 301	Actuarial Science Methods II	1

## LEARNING OUTCOMES

1. Recognize and explain the concept of risk, and apply the knowledge to the development of insurance products that are used to manage risk for the consumer as well as the risk of those products on the insurance organization.
2. Describe the actuarial profession, including the major professional organizations, the professional obligations of being an actuary, and the requirements to obtain and maintain a professional actuarial designation.
3. Demonstrate skills in critical thinking, quantitative analysis, and communication, as well as to develop an appreciation for actuarial theory, research, and the link to practical application.
4. Demonstrate the soft skills of being a professional.
5. Communicate their experiences and inspire others across the WSOB learning community.

## ADVANCED GIS, CAPSTONE CERTIFICATE

The Department of Geography offers an online Advanced Geographic Information Systems (GIS) Capstone Certificate.

The Advanced GIS Capstone Certificate is intended to produce individuals, both inside and outside of Wisconsin, skilled in the conceptual and methodological underpinnings of advanced GIS technology and able to make informed use of current GIS applications in real-world problem solving. Advanced GIS capstone certificate students will acquire advanced GIS and related technological skills needed in a wide variety of disciplines, while gaining experience with common commercial and open-source GIS software.

The course package will provide broad competency in mapping science and spatial analysis; consisting of three elective courses, including advanced courses in cartographic design, geovisualization, geocomputing, and spatial and web programming.

### HOW TO GET IN

#### ADMISSION REQUIREMENTS

- A bachelor's degree
- Minimum undergraduate grade point average (GPA) of 3.00 on a 4.00 scale
- Applicants must have a minimum background in GIS; including, **two(2)** undergraduate level courses in introductory GIS and/or cartography. Equivalent work experience will also be considered.
- Submission of unofficial student transcripts, a one-page statement of interest, and two letters of recommendation
- Students cannot enroll in other undergraduate or graduate programs nor take courses outside the prescribed curriculum.
- Students are not permitted to accept graduate assistantships or other appointments that would result in a tuition waiver and .
- Non-native English speakers must also submit a Test of English as a Foreign Language (TOEFL) score that meets Graduate School minimum requirements (<https://grad.wisc.edu/admissions/requirements/>)

Note: Graduate Record Examination (GRE) scores are **NOT** required.

#### APPLICATION STEPS

1. Submit an online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: GIS Fundamentals. This application is received and processed by ACSSS with final decision held for approval from GIS Professional Programs Admissions Committee.
2. Fill out the online supplemental application ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_bD9etvxCWHYnrNP/](https://uwmadison.co1.qualtrics.com/jfe/form/SV_bD9etvxCWHYnrNP/)). This includes submission of contact information for two references, a letter of interest (one-page essay), and your unofficial transcripts. The GIS program will contact referees for their recommendation letters, but applicants should ensure they will write you a letter prior to submitting their names. Referees will be asked to submit letters of recommendation electronically. Please note that the submission of

official transcripts to the GIS Professional Programs (550 North Park St Madison, WI 53706) are required if admitted to the program.

3. International students from non-English-speaking countries must also submit TOEFL scores that meet Graduate School minimum requirements (<https://grad.wisc.edu/admissions/requirements/>).
4. This program accepts applications for the FALL, SPRING, and SUMMER semesters. Please visit the program website for more information on deadlines. (<https://geography.wisc.edu/gis/advanced-gis-capstone-certificate-application-information/>)

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. Consult the GIS Program website (<https://geography.wisc.edu/gis/>) for further detail and assistance.

#### ENROLLMENT

When admitted to the program applicants MUST send their official transcripts to the GIS Professional Programs: 550 North Park Street, Madison, WI 53706. Formal recommendation for admission will only occur *after* official transcripts have been received from the appropriate institution(s). Admitted students then receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The Department of Geography–GIS Capstone Certificate Program will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

### REQUIREMENTS

#### STUDENTS IN THIS PROGRAM ARE REQUIRED TO TAKE THREE(3) OF THE FOLLOWING COURSES:

Code	Title	Credits
GEOG 378	Introduction to Geocomputing	4
GEOG 572	Graphic Design in Cartography	4
GEOG 574	Geospatial Database Design and Development	4
GEOG 575	Interactive Cartography & Geovisualization	4
GEOG 576	Geospatial Web and Mobile Programming	4
GEOG 579	GIS and Spatial Analysis	4
<b>Total Credits</b>		<b>12</b>

Students are required to maintain a 3.0 GPA while enrolled in the program. Students who do not meet this requirements risk academic probation or dismissal from the program.

#### MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

- Students must earn a minimum grade of C in each course used to meet Capstone Certificate requirements.

- Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.
- All of the Capstone Certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

Individual Capstone Certificate programs may have additional requirements for completion, which will be listed above as/if applicable.

## LEARNING OUTCOMES

1. Become grounded in the conceptual and methodological underpinnings of advanced GIS technology in order to make informed use of complex GIS applications in real world problem solving.
2. Acquire advanced technological skills needed in applying GIS towards a wide variety of disciplines while gaining experience with common commercial and open-source GIS software.

## APPLIED BIOINFORMATICS, CAPSTONE CERTIFICATE

The Capstone Certificate in Applied Bioinformatics is geared toward working professionals seeking to enhance their knowledge within the biotechnology and healthcare industries.

## HOW TO GET IN

This Capstone Certificate in Applied Bioinformatics program is intended for University Special (non-degree seeking) students who hold a bachelor's degree or equivalent and is designed to "cap off" the undergraduate educational experience or to offer a focused professionally oriented educational experience.

Admission requirements for the Capstone Certificate in Applied Bioinformatics are:

- A Bachelor's degree
- A 3.0 undergraduate GPA
- Completion of one General Biology course with laboratory at the undergraduate level

The Capstone Certificate in Applied Bioinformatics accepts applications year-round.

- Applications are accepted for Fall through July 15
- Applications are accepted for Spring through December 15
- Applications are accepted for Summer through April 15

Application requirements include:

- Statement of purpose
- Resume/CV
- Transcripts from all post-secondary institutions. Unofficial transcripts may be submitted with the application; official transcripts will be required upon admission to the program.

- Two letters of recommendation
- Submit evidence of English language proficiency, if applicable. The required proficiency scores are: TOEFL IBT 92, PBT 580; or IELTS 7.0

**Please refer to the program website for the application.**

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students, including capstone certificate students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

## REQUIREMENTS

Required Coursework: 12 credits

Completion of twelve credits is required for the certificate. A description of the requirements is provided below.

Code	Title	Credits
ABT 720	Experimental Design and Analysis in Biotechnology	3
ABT 730	Python for Bioinformatics	3
ABT 780	Bioinformatic Inquiry	3
ABT 785	Application of Bioinformatics	3

## MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

- Students must earn a minimum grade of C in each course used to meet Capstone Certificate requirements.
- Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.
- All of the Capstone Certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

Individual Capstone Certificate programs may have additional requirements for completion, which will be listed above as/if applicable.

## LEARNING OUTCOMES

1. Demonstrate professional and scientific communication appropriate for biotechnology settings
2. Evaluate diverse analytical methods and technologies and their applications in bioinformatics
3. Demonstrate comprehensive understanding of organizational processes and product development pipelines and the data generated throughout

## PEOPLE

The Capstone Certificate in Bioinformatics courses are taught in collaboration by faculty from seven University of Wisconsin campuses:



UW-Green Bay, UW-Madison, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-Stevens Point, and UW-Whitewater.

James Keck, Ph.D., Associate Dean for Basic Sciences Professor, School of Medicine and Public Health

Natalie Betz, Ph.D., Academic Director for the UW-Madison Applied Biotechnology program Associate Director for the M.S. in Biotechnology Program

Faculty Instructor, School of Medicine and Public Health

## APPLIED DRUG DEVELOPMENT, CAPSTONE CERTIFICATE

The School of Pharmacy offers an online Applied Drug Development Capstone Certificate.

The Applied Drug Development Capstone Certificate is designed to produce individuals, both inside and outside of Wisconsin, skilled in the basic conceptual and methodological underpinnings of drug development and able to make valuable contributions in real-world drug development problem solving. Applied Drug Development Certificate students will acquire basic skills needed to work as valued members of a drug development team.

The course package will provide foundational competency in regulatory practice, the drug development process, and pharmaceutical project management; consisting of 4 core courses. These core courses include introductory courses covering fundamentals in regulatory agencies, working in a regulated environment, a comprehensive study of the drug development process, and pharmaceutical economics and project management.

## HOW TO GET IN

### ADMISSIONS

Applications are accepted for terms fall and spring.

Fall Deadline: August 15

Spring Deadline: January 9

Applicants must possess the following:

- Earned bachelor's degree, PharmD, or equivalent
- Recommended cumulative GPA  $\geq 3.0$  (on 4.0 scale). Graduate Record Examination (GRE) scores are not required
- Submit official post secondary student transcripts
- Submit a maximum one-page statement of interest: Why are you interested in Applied Drug Development and what do you aim to get out of the program?
- Non-native English speakers submit a Test of English as a Foreign Language (TOEFL) score of 92 (Internet version) or better

#### Application steps

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the Pharmaceutical Sciences Division at the School of Pharmacy makes the final admission decision upon review of all applicant materials.

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Applied Drug Development. This application is received and processed by ACSSS with final decision held for approval from the School of Pharmacy.
2. Official transcripts from all colleges/ universities attended - Submit the following materials to the graduate student services coordinator for the School of Pharmacy at [gradadmissions@pharmacy.wisc.edu](mailto:gradadmissions@pharmacy.wisc.edu).
3. Brief essay - Describe your reasons for applying and your career goal.

## REQUIREMENTS

### PROGRAM REQUIREMENTS

- Must maintain a minimum GPA of 2.000
  - Students wishing to continue into the Applied Drug Development named option MS program must maintain a minimum GPA of 3.00
- A letter grade of C or better must be earned in each course

#### Required Coursework (12 credits)

Code	Title	Credits
PHM SCI 750	The Drug Development Process	3
PHM SCI 751	Introduction to Regulatory Practice	3
PHM SCI 752	GxP (Good Practice): Working in a Regulated Environment	3
PHM SCI 753	Pharmaceutical Economics and Project Management	3
<b>Total Credits</b>		<b>12</b>

## POLICIES

### GRIEVANCES AND APPEALS

#### Grievance Policy for Graduate Programs in the School of Pharmacy

Any student in a School of Pharmacy graduate program who feels that they have been treated unfairly by a faculty member, staff member, postdoc, or student has the right to have a complaint heard about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. Any student who discusses, inquires about, or participates in the grievance procedure may do so openly and shall not be subject to intimidation, discipline, or retaliation because of such activity. The person whom the complaint is directed against must be an employee of the School of Pharmacy. Any student or potential student may use these procedures unless the complaint is covered by other campus rules or contracts.

#### Exclusions

This policy does not apply to employment-related issues for Graduate Assistants in TA, PA and/or RA appointments. Graduate Assistants will utilize the Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/>) (GAPP) grievance process to resolve employment-related issues.

#### Requirements for Programs

The School of Pharmacy requires that each director of graduate studies (DGS) serve as a grievance advisor for the school. The program must notify students of the grievance advisors, including posting the grievance advisor's names in the program handbook. The student will be able to select the grievance advisor of the student's choice and does not need to use the grievance advisor from the student's program.

A grievance advisor may be approached for possible grievances of all types. They will spearhead the grievance response process described below for issues specific to the graduate program, including but not limited to academic standing, progress to degree, professional activities, appropriate advising, and a program's community standards. They will ensure students are advised on reporting procedures for other types of possible grievances and are supported throughout the reporting process. Resources (<https://grad.wisc.edu/current-students/#reporting-incidents>) on identifying and reporting other issues have been compiled by the Graduate School.

### Procedures

1. The student is advised to initiate a written record containing dates, times, persons, and description of activities, and to update this record while completing the procedures described below.
2. If the student is comfortable doing so, efforts should be made to resolve complaints informally between individuals before pursuing a formal grievance. If students would like to seek guidance at this informal step, the student can contact the Assistant Dean of Diversity, Equity, and Inclusion, the DGS for the student's program, or the UW Ombuds Office.
3. Should a satisfactory resolution not be achieved AND the complaint does not involve an academic program, the procedure outlined in Step 6 below should be followed. Should a satisfactory resolution not be achieved in step 2, the student should contact an SOP grievance advisor of one's choice to discuss the complaint. The grievance advisor should keep a record of contacts with regards to possible grievances. The first attempt is to help the student informally address the complaint prior to pursuing a formal grievance and should occur within 10 days of notifying the grievance advisor. The student is also encouraged to talk with their faculty advisor regarding concerns or difficulties.
4. If the issue is not resolved to the student's satisfaction, the student may submit a formal grievance to the grievance advisor in writing, within 60 calendar days from the date the grievant first became aware of, or should have become aware of with the exercise of reasonable diligence, the cause of the grievance. To the fullest extent possible, a grievance shall contain a clear and concise statement of the grievance and indicate the issue(s) involved including individuals, the relief sought, the date(s) the incident or violation took place, and any specific policy involved.
5. On receipt of a written grievance, the following steps will occur. The final step must be completed within 30 working days from the date the formal written grievance was received. The program must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
  - a. The grievance advisor will convene a SOP faculty committee with at least 3 members to facilitate the grievance following step b, c, and d. The grievance advisor assumes the role of coordinator. Any faculty member involved in the grievance or who feels that they cannot be impartial may not participate in the committee. Committee composition will include at least one member from outside the student's home program.
  - b. The faculty committee, through the grievance advisor, will obtain a written response from the person or persons toward whom the grievance is directed. The grievance advisor will inform this person that their response will be shared with the student filing the grievance.
  - c. The grievance advisor will share the response with the student filing the grievance.
  - d. The faculty committee will make a decision regarding the grievance. The committee's review shall be fair, impartial, and timely. The grievance advisor will report on the action taken by the committee in writing to both the student and the person toward whom the grievance was directed.
6. If either party (the student or the person or persons toward whom the grievance is directed) is unsatisfied with the decision of the program's faculty committee, the party may file a written appeal to the SOP Associate Dean for Research and Graduate Education within 10 working days from the date of notification of the program's faculty committee. The following steps will occur:
  - a. The grievant will be notified in writing, within 5 business days of the written appeal, acknowledging receipt of the formal appeal and establishing a timeline for the review to be completed.
  - b. The associate dean or their designee may request additional materials and/or arrange meetings with the grievant and/or others. If meetings occur, the associate dean or their designee will meet with both the grievant and the person or persons toward whom the grievance is directed.
  - c. The associate dean or their designee will make a final decision within 20 working days of receipt of the committee's recommendation.
  - d. The SOP Associate Dean for Research and Graduate Education must store documentation of the grievance for seven years. Significant grievances that set a precedent may be stored indefinitely.
7. The student may file an appeal of the School of Pharmacy decision with the Graduate School. See the Grievances and Appeals section of the Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/documents/grievances-and-appeals/>).

## LEARNING OUTCOMES

1. Demonstrate critical knowledge and in-depth understanding of principles in pharmaceutical sciences and in the student's area of expertise.
2. Identify important research questions, formulate testable hypotheses, and design experiments to test those hypotheses.
3. Communicate scientific knowledge and research results effectively to a range of audiences.

## CLINICAL AND COMMUNITY OUTCOMES RESEARCH, CAPSTONE CERTIFICATE

People who are interested in solving problems in community health, health services, or health policy, may want to supplement their training with the Capstone Certificate in Clinical and Community Outcomes Research.

Current research investments reflect an emphasis on research that looks for ways to translate what has been learned in controlled settings into positive outcomes in clinical practice and community health. This research requires the ability to:

- consider multiple factors that interact to influence a community or organization;
- form and manage research partnerships with communities and organizations;
- evaluate whether a health intervention or prevention method works or will be used; and
- articulate policy implications of health issues and interventions.

The Capstone Certificate in Clinical and Community Outcomes Research focuses on the development of these skills.

Depending on a student's course load, requirements can be completed in two to three years. The certificate requirements are flexible in that you may propose qualifying courses to be considered as elective credit. All courses are face-to-face and taught on the UW–Madison campus during weekdays.

Further detail, including tuition and costs, is available at the Clinical & Community Outcomes Research website ([https://ictr.wisc.edu/certificate-research-programs/?\\_ga=1.132168526.1391686154.1484336426](https://ictr.wisc.edu/certificate-research-programs/?_ga=1.132168526.1391686154.1484336426)) or by contacting the institute which hosts the program:

Institute for Clinical and Translational Research  
University of Wisconsin–Madison  
2112 Health Sciences Learning Center  
750 Highland Avenue Madison, WI 53705  
[info@ictr.wisc.edu](mailto:info@ictr.wisc.edu)  
608-263-1018

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree and not be currently enrolled in a graduate or professional degree program.

**Note:** This capstone certificate is not a full-time program and therefore cannot admit international students needing an F–1 or J–1 visa.

### APPLICATION STEPS

A complete application includes the following:

1. An online application for admission (<https://acsss.wisc.edu/apply/>) as a University Special student. On your application, select UNCS Capstone Certificate and the program: Clinical and Community Outcomes Research. This application is received and processed by Adult Career and Special Student Services (ACSSS). The final admission decision is made by the Institute for Clinical and Translational Research.
2. Submission of the following materials to the capstone certificate program coordinator: Deidre Vincevneus, 750 Highland Ave., University of Wisconsin, Madison, WI 53705, [vincevneus@wisc.edu](mailto:vincevneus@wisc.edu) ([scschumache2@wisc.edu](mailto:scschumache2@wisc.edu)):

- The fillable downloadable program application form (<https://ictr.wisc.edu/documents/clinical-and-community-outcomes-research-ccor-certificate-application/>);
- A photocopy of official transcripts from each college attended;
- A CV or resume; and
- If English is not your native language or your undergraduate instruction was not in English, please send your official scores from the Test of English as a Foreign Language (TOEFL) or the Michigan English Language Assessment Battery (MELAB). An admitted Capstone applicant must have a TOEFL (paper-based) test score above 580; TOEFL computer-based test (CBT) score above 237; or MELAB score above 82.

### Notification of admission to the capstone certificate program:

- Within three weeks after submitting a complete application, the applicant receives notice of the admission decision. Questions regarding the status of the application should be directed to the certificate program coordinator: Deidre Vincevneus at [vincevneus@wisc.edu](mailto:vincevneus@wisc.edu) ([scschumache2@wisc.edu](mailto:scschumache2@wisc.edu)).

## ENROLLMENT

Upon admission, the Certificate Faculty Advisory Committee reviews the student's stated research interests and recommends an advisor. At a meeting with the advisor, the program curriculum will be developed in relation to the student's learning and career objectives.

The Adult Career and Special Student Services (ACSSS) will assist with enrollment questions (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>), connecting with other departments and offices on campus, and University policies and procedures (e.g., add, drop, and withdrawal process).

## REQUIREMENTS

Code	Title	Credits
<b>Core Requirement</b>		<b>3</b>
POP HLTH 709	Translational and Outcomes Research in Health and Health Care	
<b>Electives</b>		
Select one course from each of the following areas: <sup>1</sup>		5-6
<i>Working with Communities</i>		
HDFS 872	Bridging the Gap Between Research and Action	
HDFS/ED PSYCH/ NURSING/ SOC WORK 880	Prevention Science	
I SY E 417	Health Systems Engineering	
I SY E/ POP HLTH 703	Quality of Health Care: Evaluation and Assurance	
NURSING 702	Health Promotion and Disease Prevention in Diverse Communities	
NURSING 761	Health Program Planning, Evaluation, and Quality Improvement	
OTM 753	Healthcare Operations Management	
OTM 758	Managing Technological and Organizational Change	

OTM 770	Sustainable Approaches to System Improvement	
S&A PHM 652	Pharmacist Communication: Educational and Behavioral Interventions	
POP HLTH/ I SY E 703	Quality of Health Care: Evaluation and Assurance	
PUBLHLTH 780	Evidence-Based Decision-Making	
SOC/ C&E SOC 573	Community Organization and Change	
SOC/C&E SOC/ URB R PL 617	Community Development	
<i>Qualitative Methods Relevant to Clinic and Community Outcomes Research</i>		
ANTHRO 909	Research Methods and Research Design in Cultural Anthropology	
COUN PSY/ CURRIC/ED POL/ ED PSYCH/ELPA/ RP & SE 788	Qualitative Research Methods in Education: Field Methods I	
CURRIC/ COUN PSY/ ED POL/ ED PSYCH/ELPA/ RP & SE 719	Introduction to Qualitative Research	
ELPA 824	Field Research Designs & Methodologies in Educational Administration	
MED HIST 728		
NURSING 804	Advanced Qualitative Design and Methods	
SOC/ED POL 955	Seminar-Qualitative Methodology	
<i>Project</i> <sup>2</sup>		2
<i>Seminar</i>		
Select one of the following:		1-2
I SY E 961	Graduate Seminar in Industrial Engineering <sup>3</sup>	
or I SY E 699	Advanced Independent Study	
MEDICINE 990	Research <sup>4</sup>	
S&A PHM 703	Community Engagement in Health Services Research	
Presentation/Video Option <sup>5</sup>		
<b>Total Credits</b>		<b>11-13</b>

<sup>1</sup> The certificate advisor can help students choose courses that qualify as fulfilling the two elective areas: (1) Working with Communities and (2) Qualitative Research Methods Relevant to Translational and Outcomes Research. For criteria and procedures, see CCOR Handbook on the program website (<https://ictr.wisc.edu/certificate-research-programs/>).

<sup>2</sup> Students work with their certificate advisor to develop an appropriate project.

<sup>3</sup> Since I SY E 961 is not offered on a regular basis, the alternative is for a student to sign up for one credit of I SY E 699 (section 030) with Professor Pascale Carayon.

<sup>4</sup> Students will sign up for one credit of MEDICINE 990 (section 258) with Dr. Amy Kind. Permission required to enroll. This seminar is taught intermittently.

<sup>5</sup> Students enroll in 2 credits of independent study with their certificate advisor. For details about the Presentation/Video Option for the seminar, contact the certificate coordinator.

## MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

- Students must earn a minimum grade of C in each course used to meet Capstone Certificate requirements.
- Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.
- All of the Capstone Certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

Individual Capstone Certificate programs may have additional requirements for completion, which will be listed above as/if applicable.

## LEARNING OUTCOMES

1. Develop a research question about a health concern of an actual community.
2. Select an evidence-based approach to addressing the health concern.
3. Involve investigators from two or more disciplines and/or stakeholders from two or more sectors as partners in the project.
4. Demonstrate an understanding of collaboration skills for sustainable partnerships, e.g., benefits to the community partner(s) are built into the project; evidence of partner input to project design.
5. Employ data gathering and analysis methods that respect community partners' organizational culture, values, staffing, and work flow.

## CLINICAL AND HEALTH INFORMATICS, CAPSTONE CERTIFICATE

This 12-credit online certificate provides students with an interdisciplinary approach to develop innovative solutions and improve current practices in health policy, clinical practice, data security, and biomedical and health information systems.

Based in UW-Madison's Institute for Clinical and Translation Research, this certificate is designed as an academic springboard to meet the growing workforce demand for informaticists. Its 4 courses focus on Operations Management, Leadership & Organizational Decision Making, Population Health Sciences, and Data-Driven Healthcare.

This 12-credit program can be completed in one year, to promptly serve professionals for clinical or information technology-related work in the healthcare industry. Coursework stacks directly into a MS program in

Clinical & Health Informatics - for learners who want to continue for a graduate degree.

Applicants must possess a bachelor's degree and may be admitted any term—fall, spring, or summer. Further detail, including tuition and costs, is provided at [uwinformatics.wisc.edu](https://uwinformatics.wisc.edu) (<https://uwinformatics.wisc.edu/>).

## HOW TO GET IN

**Admission Process** - Capstone Certificate students are admitted as University Special students by Adult Career and Special Student Services (ACSSS): <https://acsss.wisc.edu/apply/>. An application is received and processed by ACSSS with final decision held for approval by the Clinical & Health Informatics Program Director.

Applicants must meet the minimum requirements for admission to Graduate Programs & Services at the University of Wisconsin–Madison (<https://grad.wisc.edu/apply/requirements/>) as well as the following program requirements:

- 2 Letters of Recommendation - must address applicant's professional capacity
- Personal Statement - describing the role of the Capstone Certificate in the applicant's professional goals. If there is no previous academic or career experience in health, information technology, or similar fields, the statement must provide a plan for how program knowledge will be applied professionally.

### Application Deadlines

#### Spring Term

Round 1: *November 15th*

Round 2: *January 1st*

Summer Term: *May 1st*

#### Fall Term

Round 1: *July 1st*

Round 2: *August 15th*

## REQUIREMENTS

Overall Graduate GPA: 3.00

- Please note that students must earn a B or above in each course stacked into the MS-CHI degree program.
- Only courses used for CC-CHI completion count toward overall GPA calculation.

Required Coursework: 12 credits. Choose four courses from the following list.

Code	Title	Credits
B M I/I SY E 617	Health Information Systems	3
NURSING 715	Evaluation of Health Informatics Solutions	3
NURSING 772	Leadership and Organizational Decision-Making in Health Care	3
OTM 753	Healthcare Operations Management	3

POP HLTH 795 Principles of Population Health Sciences<sup>1</sup> 3

<sup>1</sup> POP HLTH 795 Principles of Population Health Sciences must be taken for 3 credits to fulfill the requirement for the Clinical and Health Informatics Capstone Certificate

## MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

- Students must earn a minimum grade of C in each course used to meet Capstone Certificate requirements.
- Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.
- All of the Capstone Certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

Individual Capstone Certificate programs may have additional requirements for completion, which will be listed above as/if applicable.

## LEARNING OUTCOMES

1. Health: Describe and explain background knowledge of the history, goals, methods and challenges of the major health sciences, including human biology, genomics, clinical and translational science, healthcare delivery, personal health and population health.
2. Information Science and Technology: Demonstrate background knowledge of concepts, terminology, methods and tools of information science and technology for managing and analyzing data, information and knowledge.
3. Social and Behavioral Science: Evaluate the effects of social, behavioral, legal, psychological, management, cognitive, and economic theories, methods, and models applicable to health informatics from multiple levels including individual, social group, and society.
4. Health Information Science and Technology: Determine concepts and recognize tools for managing and analyzing biomedical and health data, information, and knowledge. Key foci include systems design and development, standards, integration, interoperability, and protection of biomedical and health information.
5. Human Factors and Socio-technical Systems: Apply social behavioral theories and human factors engineering to better understand the interaction between users and information technologies within the organizational, social, and physical contexts of their lives, and apply this understanding in information system design.
6. Social and Behavioral Aspects of Health: Evaluate and apply social determinants of health and patient-generated data to analyze problems arising from health or disease, to recognize the implications of these problems on daily activities, and to recognize and/or develop practical solutions to managing these problems.
7. Social, Behavioral, and Information Science and Technology Applied to Health: Appraise the diverse foundation concepts and facets to develop integrative approaches to the design, implementation, and evaluation of health informatics solutions.



8. Professionalism: Demonstrate conduct that reflects the aims or qualities that characterize a professional person encompassing especially a defined body of knowledge and skills and their lifelong maintenance as well as adherence to an ethical code.
9. Inter-professional Collaborative Practice: Exhibit behavior that reflects the foundations of values/ethics, roles/responsibilities, inter-professional communication practices, and inter-professional teamwork for team-based practice.
10. Leadership: Demonstrate the following characteristics: credibility, honest, competence, ability to inspire, and ability to formulate and communicate a vision.

## CLINICAL NUTRITION, CAPSTONE CERTIFICATE

The UW–Madison Department of Nutritional Sciences offers an online certificate program for professionals to build on knowledge and skills obtained in undergraduate studies and working experiences. It is designed to expand knowledge and give new experiences in areas such as critical care, nutrition support, complex nutritional assessment, nutrition counseling, advanced pediatrics, and clinical nutrition research. The program can be completed in one year. Applicants must possess a bachelor's degree and may be admitted any term—fall, spring, or summer.

Further detail, including tuition and costs, is provided at the program's website (<http://nutrisci.wisc.edu/graduate/online-capstone-certificate-in-clinical-nutrition/>).

### HOW TO GET IN

#### ADMISSION

Applications are accepted all terms—fall, spring, and summer. Applicants must possess the following:

- Earned bachelor's degree or equivalent
- Minimum cumulative GPA  $\geq 3.0$  (on 4.0 scale)
- Completed Didactic Program in Dietetics **or** the following prerequisite courses:
  - General chemistry
  - 2 courses in biological sciences
  - 1 course in each of the following: organic chemistry, biochemistry, physiology, statistics
  - 2 courses in nutrition (human nutrition, clinical nutrition)

**Note:** Applicants who do not have the prerequisites may apply to UW–Madison as a University Special student (p. 49) to complete them, prior to applying for capstone certificate admission.

#### Application steps

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the Department of Nutritional Sciences makes the final admission decision upon review of all applicant materials.

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University

Special student, selecting UNCS Capstone Certificate and the program: Clinical Nutrition. This application is received and processed by ACSSS with final decision held for approval from the Clinical Nutrition Capstone Certificate coordinator.

2. Submit the following materials to Makayla Schuchardt, program manager of the Clinical Nutrition Capstone Program (<http://nutrisci.wisc.edu/graduate/online-capstone-certificate-in-clinical-nutrition/>):
3. Official transcripts from all colleges/ universities attended
4. Brief essay describing your reasons for applying and your career goals
5. Resume or curriculum vitae

**Makayla Schuchardt**, MS, RDN, CNSC

Program Manager, Capstone Certificate in Clinical Nutrition  
Department of Nutritional Sciences, UW–Madison  
1415 Linden Drive  
Madison, WI 53706  
608-261-1397  
[karls@nutrisci.wisc.edu](mailto:karls@nutrisci.wisc.edu) ([mlschuchardt@nutrisci.wisc.edu](mailto:mlschuchardt@nutrisci.wisc.edu))

#### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The director of the Capstone Certificate in Clinical Nutrition, Department of Nutritional Sciences, will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

### REQUIREMENTS

- Must have a minimum GPA of 2.000
- Courses must have a grade of C or better to be accepted

Code	Title	Credits
<b>Required Courses</b>		
NUTR SCI 650	Advanced Clinical Nutrition: Critical Care and Nutrition Support	3
NUTR SCI 651	Advanced Clinical Nutrition - Pediatrics	3
NUTR SCI 652	Advanced Nutrition Counseling and Education	3
NUTR SCI 653	Clinical Nutrition Research	3
<b>Total Credits</b>		<b>12</b>

### LEARNING OUTCOMES

1. Apply concepts of advanced-level nutrition skills to provide patient care and counseling
2. Synthesize the latest research in clinical nutrition
3. Demonstrate an capability to complete graduate-level work

## CLINICAL NUTRITION–DIETETIC INTERNSHIP, CAPSTONE CERTIFICATE

Developed through a partnership among UW–Madison, UW Medical Foundation, UW Hospitals and Clinics (UWHC), and the UW School of Medicine and Public Health, the Dietetic Internship Certificate Program (<https://careers.uwhealth.org/integrated-nutrition-graduate-program/>) incorporates online advanced graduate-level courses in nutrition with supervised practice at our teaching hospital.

The UW Health Dietetic Internship Program is a supervised practice experience consisting of clinical supervised practice and advanced nutrition learning. The dietetic internship program offers the option of a medical nutrition therapy or public health concentration. The program accepts up to 20 interns.

The internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE). Upon successful completion of the Capstone Certificate in Clinical Nutrition–Dietetic Internship, graduates receive a Certificate of Program Completion and a Verification Statement of Dietetic Internship Completion, and are then eligible to take the Registration exam administered by the Commission on Dietetic Registration (<http://cdrnet.org/>) of the Academy of Nutrition and Dietetics (<http://www.eatright.org/>).

Further detail about the program, including tuition and costs, is available at the Clinical Nutrition: Dietetic Internship (<https://careers.uwhealth.org/integrated-nutrition-graduate-program/>) website.

### HOW TO GET IN

#### ADMISSION

The program accepts up to 20 interns each year, who start in the summer term. For details regarding the selection process, the program website should be consulted: UW–Madison Capstone Program in Clinical Nutrition–Dietetic Internship. (<http://www.uwhealth.org/health-professionals/internships/dietetic-internship/applying/31880/>) The following are the basic requirements:

- Have a bachelor's degree from an accredited college or university or its equivalent and a minimum grade point average of 3.00 on a 4.00 scale, as well as ACEND-accredited coursework requirements
- Have taken the GRE
- Thoroughly review the Dietetic Internship Application Process (<http://www.uwhealth.org/health-professionals/internships/dietetic-internship/applying/31880/>)
- Be either a citizen of the United States or able to maintain work authorization throughout the internship; UW Hospital and Clinics does not offer visa sponsorship to candidates for the Dietetic Internship Certificate program
- All applicants are advised to determine whether this program meets requirements for licensure in the state where they live. See the Commission on Dietetic Registration (<https://www.cdrnet.org/state-licensure/>) website for contact information for state licensing boards.

Application steps:

Step 1: Apply to DICAS, the Dietetic Internship Computerized Application System (<https://portal.dicas.org/>), by the posted deadline. Additional application materials include two academic letters of reference (ideally from professors in food or nutrition, food service management, or science), one professional letter of reference from a supervisor who can comment on relevant work experience, a complete set of official transcripts for all institutions attended, a statement of reasons for post-baccalaureate studies, and a résumé or curriculum vitae.

Step 2: Register and participate in computer matching to D&D Digital Systems (<http://www.dnddigital.com>). Please note that D&D charges a fee for the computer matching process. If the match is with the UW Hospital and Clinics Dietetic Internship, an invitation will be sent to submit a formal online employment application.

#### ENROLLMENT

The Dietetic Internship Program will send an email to students who match with UW Health Dietetic Internship with specific information pertaining to admission, enrollment in and completion of the capstone program.

### REQUIREMENTS

- Must have a minimum GPA of 3.00
- Courses must have a grade of C or better to be accepted

Code	Title	Credits
<b>Core Courses</b>		
NUTR SCI 650	Advanced Clinical Nutrition: Critical Care and Nutrition Support	3
NUTR SCI 651	Advanced Clinical Nutrition - Pediatrics	3
NUTR SCI 652	Advanced Nutrition Counseling and Education	3
NUTR SCI 653	Clinical Nutrition Research	3
<b>Practicum Courses</b>		
NUTR SCI 670	Nutrition and Dietetics Practicum I	3
NUTR SCI 671	Nutrition and Dietetics Practicum II	3
<b>Total Credits</b>		<b>18</b>

### LEARNING OUTCOMES

1. Apply the study of metabolic demands of critical illness and how these alterations influence the nutritional needs of critical care patients.
2. Develop techniques for counseling and education for in-patient and out-patient care.
3. Assess research articles and solve clinical nutrition problems using research and analysis.

## COMMUNICATION SCIENCES AND DISORDERS, CAPSTONE CERTIFICATE

The UW–Madison Capstone Certificate in Communication Sciences and Disorders is offered to students who have completed an undergraduate degree in a field other than communication sciences and disorders, and who wish to prepare themselves for admission to a graduate training program in communication sciences and disorders. The certificate is designed primarily for students who wish to pursue a clinical graduate degree (M.S. in speech–language pathology, or Au.D. in audiology), but is also appropriate for students from other fields who wish to pursue a research graduate degree in communication sciences and disorders.

Further detail, including current tuition and costs, is provided on the program’s website (<https://csd.wisc.edu/post-bac-certificate.htm>) or by contacting:

Post-baccalaureate Capstone Certificate Program  
Department of Communication Sciences and Disorders  
Goodnight Hall

University of Wisconsin–Madison  
1975 Willow Drive, Room 318  
Madison, WI 53706-1103  
[graduate@csd.wisc.edu](mailto:graduate@csd.wisc.edu)  
608-262-6464

### HOW TO GET IN

#### ADMISSION

Applicants must possess a baccalaureate degree with a minimum GPA of 3.0 on a 4.0 scale. Applications are accepted for the fall semester, with a priority deadline of May 1. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the Capstone Certificate program makes the final admission decision upon review of all applicant materials.

#### APPLICATION STEPS

A complete application includes the following:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Communication Sciences and Disorders. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. Send to the Department of Communication Sciences and Disorders Graduate Studies Coordinator via [graduate@csd.wisc.edu](mailto:graduate@csd.wisc.edu) or the address below:
  - an official college transcript confirming completion of an undergraduate degree with a minimum GPA of 3.0 on a 4.0 scale, or proof that an undergraduate degree will be completed prior to beginning the capstone certificate program
  - an English proficiency test score if your native language is not English or if your undergraduate instruction was not in English

Post-Bac Capstone Certificate Program  
Department of Communication Sciences and Disorders

University of Wisconsin-Madison  
1975 Willow Drive, Room 318  
Madison, WI 53706-1103

**Notification of acceptance to the program will be sent within four weeks of receiving an application.**

#### 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 detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Department of Communication Sciences and Disorders will send specific information pertaining to enrollment in courses for fall and completion of the capstone program.

### REQUIREMENTS

- Must have a minimum GPA of 3.000
- Certificate requires 18 credits

The certificate is earned upon completion of the nine courses, to be completed in one academic year. Most capstone certificate students will take all nine courses (27 credits total), but in some cases one or two courses may be waived depending on coursework taken previously, during the undergraduate degree. The minimum number of credits required for the certificate is 18.

Code	Title	Credits
<b>Required Gateway Courses (Prerequisites)</b>		
CS&D 201	Speech Science	3
CS&D 202	Normal Aspects of Hearing	3
CS&D 240	Language Development in Children and Adolescents	3
<b>Total Credits</b>		<b>9</b>

Code	Title	Credits
<b>Required Core Courses</b>		
CS&D 315	Phonetics and Phonological Development	3
CS&D 320	Introduction to Audiology	3
CS&D 371	Pre-Clinical Observation of Children and Adults	3
CS&D 425	Auditory Rehabilitation	3
CS&D 440	Child Language Disorders, Assessment and Intervention	3
CS&D 699	Directed Study	3
or CS&D 318	Voice, Craniofacial, and Fluency Disorders	
<b>Total Credits</b>		<b>18</b>

### LEARNING OUTCOMES

1. Obtain basic foundational knowledge of normal aspects of speech, language, and hearing.
2. Obtain a broad based understanding of the range of speech, language, and hearing disorders.

- Understand general principles of assessment and intervention in speech, language, and hearing disorders.
- Gain observational clinical exposure to a range of patients with speech, language, and hearing disorders.

## COMMUNITY AND NONPROFIT LEADERSHIP, CAPSTONE CERTIFICATE

The Community and Nonprofit Leadership Capstone Certificate embraces a multi-disciplinary, ecological, community-centered approach that focuses on community dynamics and community-led efforts in addition to organizational management approaches. It encourages critical thinking and skill-building which acknowledges and addresses root causes, alongside the development of tactical, operational, and management skills typically associated with nonprofit leadership.

Community partner relationships and community-wisdom-centered teaching are a central feature to this program. Students can expect to benefit from the contributions of a network of local, regional, statewide, tribal, national and international guest contributors, and in-the-field observations and experiences while learning from UW–Madison-based instructional faculty. Students also benefit from a rich learning community of fellow learners who are engaged with and interested in a broad range of interest areas across different communities and types of nonprofit organizations.

Through this community-engaged program, students will also have the opportunity to customize their learning experience pairing universal nonprofit and community leadership skills development with explorations in their own area of interest (i.e. food systems, human services, youth organizations, the arts, advocacy or environmental efforts).

## HOW TO GET IN

### Admission Requirements

Applicants must possess a baccalaureate degree. Applications are accepted for fall and spring semesters with deadlines of August 1 and December 1, respectively. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

### Applications

A complete application includes the following information:

- An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Community and Nonprofit Leadership
- A one-page statement of interest
- International students from non-English speaking countries must also submit TOEFL scores that meet Graduate School minimum requirements (<https://grad.wisc.edu/admissions/requirements/>).

## REQUIREMENTS

### Required Courses

Code	Title	Credits
INTER-HE 815	Professional Skills for Community Leaders and Practitioners (4 credits required) <sup>1</sup>	4

<sup>1</sup> A minimum of 4 credits of INTER-HE 815 coursework is required. Any topic offered through INTER-HE 815 counts toward this requirement. Three 1-credit sections are offered each semester. Topics include:

- Strategies for Managing and Facilitating
- Interaction with the Public Sector and Understanding Regulatory Contexts
- Culturally Competent and Trauma-Informed Strategies
- Creative Collaborations and Partnerships in Domestic and International Contexts
- Financial Management and Reporting Processes for Organizations
- Storytelling, Messaging, and Communication
- Design Concepts for Mission-Based Enterprise
- Health and Wellness Principles and Applications
- Fundraising and Revenue Models

### Elective Courses

Code	Title	Credits
CSCS 300	Nonprofit Sector: Overview and Foundations	3
CSCS 345	Evaluation and Planning for Community and Nonprofit Organizations	3
CSCS 460	Civil Society and Community Leadership	3
CSCS 600	Community Issues and Action Capstone	3
CSCS 775	Building Civil Society	3
CSCS 785	Civic Development Across the Lifespan	3
CSCS 795	Community Power and Collective Action	3
CSCS 811	Community-Based Research: Theory and Practice	3
CSCS 812	Mixed-Methods in Community-Based Research	3
CSCS 813	Transformative Evaluation in Practice	3

**This capstone requires a minimum of 10 total credits.**

## LEARNING OUTCOMES

- Identify and describe key competencies for thoughtful, effective leadership and participation in the community and non-profit sectors and in other mission-based enterprises.
- Evaluate current trends and common or novel approaches to issues in community, nonprofit, and mission-based enterprise, taking into consideration historic lessons learned and observations and experiences from the field, in addition to scholarly critique.

3. Obtain familiarity and comfort with particular tasks, strategies, and efforts commonly needed for leadership and change agent roles in mission-based work; obtain skills in independent professional development to remain apprised of changing trends and approaches
4. Refine skills and competencies that can be directly applied in mission-based work.
5. Make connections with a network of practitioners and other change agents who will serve as collegial resources for future mission-based work.

## COMPUTER SCIENCES FOR PROFESSIONALS, CAPSTONE CERTIFICATE

The Professional Capstone Certificate Program offered by the University of Wisconsin–Madison Department of Computer Sciences is designed to help students transition toward a career as a qualified software developer. Students must possess a bachelor's degree prior to admission. Depending on background, the program can be completed in four to six semesters. Designed for the working professional, several courses are offered in the evening, off campus, each semester. Students also have the option to apply for the Professional Master's Program (<http://guide.wisc.edu/graduate/computer-sciences/computer-sciences-ms/computer-sciences-professional-program-ms/>), after completing the capstone certificate program, to obtain an M.S. degree in computer sciences in another one to one-and-a-half years.

Further detail, including tuition and other cost, is available at the program website (<http://www.cs.wisc.edu/academics/graduate-programs/pcp/>) or by contacting the department:

Professional Programs Coordinator  
Department of Computer Sciences  
University of Wisconsin–Madison  
1210 West Dayton Street, Room 5378  
Madison, WI 53706-1613  
608-262-5601  
[pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu)

## HOW TO GET IN

### ADMISSION

Applicants must possess a baccalaureate degree. The application deadline to be considered for fall or summer term is April 15. The application deadline to be considered for spring term is November 15. Applications received after the deadline will be reviewed on a rolling basis. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the Department of Computer Sciences (<http://www.cs.wisc.edu/academics/graduate-programs/>) makes the final admission decision upon review of all applicant materials. Please contact [pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu) ([pcp-admissions@cs.wisc.edu?subject=PCP%20application%20question](mailto:pcp-admissions@cs.wisc.edu?subject=PCP%20application%20question)) for assistance with applying.

#### Application steps

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Computer Science for Professionals.

### ENROLLMENT

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The Department of Computer Sciences will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail about the enrollment process is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- Must have a minimum GPA of 2.000
- Courses must have a grade of C or better to be accepted
- At least two courses must be at the 400 level or above

Those totally new to computer sciences will begin with two introductory courses, COMP SCI 200 Programming I OR COMP SCI 220 Data Science Programming I AND COMP SCI 300 Programming II, followed by four fundamental courses to complete the program. Those with a basic background to computer sciences will skip the introductory courses. Designed for the working professional, several courses are offered in the evening, off campus, each semester.

### FUNDAMENTAL COURSES

Take **four** from the following list, for a total of **12 credits**:

Code	Title	Credits
COMP SCI/E C E 354	Machine Organization and Programming	3
COMP SCI 400	Programming III	3
COMP SCI/E C E 506	Software Engineering	3
COMP SCI/E C E/ M E 532	Matrix Methods in Machine Learning	3
COMP SCI 536	Introduction to Programming Languages and Compilers	3
COMP SCI 537	Introduction to Operating Systems	4
COMP SCI 540	Introduction to Artificial Intelligence	3
COMP SCI/E C E 552	Introduction to Computer Architecture	3
COMP SCI 559	Computer Graphics	3
COMP SCI 564	Database Management Systems: Design and Implementation	4
COMP SCI 570	Introduction to Human-Computer Interaction	4
COMP SCI 577	Introduction to Algorithms	4
COMP SCI 640	Introduction to Computer Networks	3



## LEARNING OUTCOMES

1. Recognize and apply the core principles of Computing (abstractions and algorithms) to solve real-world problems.
2. Use fundamental and detailed knowledge, skills, and tools (e.g., specific algorithms, techniques methods, etc.) of computer science and develop the ability to acquire new knowledge, skills, and tools.
3. Design and implement software.
4. Can solve problems by applying a broad toolbox of knowledge and techniques

## CONSUMER HEALTH ADVOCACY, CAPSTONE CERTIFICATE

The UW–Madison Center for Patient Partnerships (CPP) (<https://patientpartnerships.wisc.edu/>) provides the online Consumer Health Advocacy Capstone Certificate (<https://patientpartnerships.wisc.edu/education/>) to educate learners interested in advocacy on behalf of anyone facing barriers to their health care. It is ideal for people who want to help their families get the care they need, change careers, or deepen existing professional practice. It is also for those that want to gain valuable direct patient service before enrolling in graduate or professional school, become professional health care advocates, or explore next steps without a clear view of what's on the horizon.

Within the certificate program, the center offers two tracks focused on either individual-level patient advocacy or system/policy-level health advocacy. Its educational approach encourages hands-on learning by advocating for patients directly through the nation's only certificate program with an experiential Patient Advocacy Clinic. Students can complete the entire program from a distance (except a two-day, in-person orientation) or in a blended (in-person + online) format.

Further detail, including current tuition and costs, is available at the certificate's website (<https://pdc.wisc.edu/capstone-certificates/consumer-health-advocacy/>) or contact below:

The Center for Patient Partnerships  
University of Wisconsin–Madison Law School  
975 Bascom Mall, Suite 4311  
Madison, WI 53706-1399  
608-265-6267  
[learning@patientpartnerships.org](mailto:learning@patientpartnerships.org)  
Fax 608-265-4332

## HOW TO GET IN

Applicants must possess a baccalaureate degree. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. All application materials must be received by the deadline posted on the program website.

## APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Consumer Health Advocacy. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. An application and materials required by the Center for Patient Partnerships, with their certificate's online application provided on the program's website here (<https://www.patientpartnerships.org/education/apply/>).

Materials required include:

- a personal statement,
- résumé,
- two references,
- one letter of recommendation,
- transcripts for any current program or coursework and all prior degrees,
- and a \$75 non-refundable application fee
- the Center for Patient Partnerships (CPP) application (<https://www.patientpartnerships.org/education/apply/>)

## 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 detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

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

## REQUIREMENTS

- Must have a minimum GPA of 3.000

Code	Title	Credits
Foundation Courses		
LAW 940	Law and Contemporary Problems (Introduction to Health Advocacy)	3
LAW/MED SC-M/ NURSING 768	Consumer Health Advocacy and Patient-Centered Care Clinical (Intro)	3
LAW/MED SC-M/ NURSING 768	Consumer Health Advocacy and Patient-Centered Care Clinical (Advanced)	3
LAW 940	Law and Contemporary Problems (Models of System Level Advocacy)	3
<b>Total Credits</b>		<b>12</b>

## LEARNING OUTCOMES

1. Develop advocacy capacity that emphasizes patient empowerment.
2. Develop critical health advocacy competencies including communication, collaborative decision making, cultural humility, and ethics.

- Experience the discipline of advocacy from a case-based perspective, and explore how various key advocacy roles can be useful in specific situations.
- Gain familiarity with the U. S. health care delivery system and the systemic problems that give rise to the need for advocacy at the individual organizational and policy levels.

## DATA ANALYTICS FOR DECISION MAKING, CAPSTONE CERTIFICATE

The iSchool offers an online Data Analytics for Decision Making Capstone Certificate.

The Analytics for Decision Making (ADM) Capstone Certificate provides you with entry-level knowledge of data analytics methodologies framed within the context of practical organizational decision-making and strategic planning. The ADM certificate meets the growing demand for data savvy managers who can mobilize analysis, visualization, and communications techniques to support data driven decision-making in various sectors of the economy. You can complete the certificate entirely online, within one calendar year, allowing you to balance your education, work, and life.

In ADM you will learn to collect, analyze, and communicate data in 3 courses. These courses include introductory analytics, data mining, and data visualization.

## HOW TO GET IN

### Admissions

All applicants must:

- Have completed a bachelor's degree (any subject area is relevant)
- Have a minimum undergraduate grade point average (GPA) of 3.00 on a 4.00 scale in the last 60 credits of that degree; Graduate Record Examination (GRE) scores are not required
- Not be enrolled in another University of Wisconsin undergraduate or graduate program while completing our ADM Certificate program
- Submit official post secondary student transcripts
- Submit a maximum one-page statement of interest: Why are you interested in analytics for decision making and what do you aim to get out of the program?
- Non-native English speakers submit a Test of English as a Foreign Language (TOEFL) score of 92 (Internet version) or better

### Online Application System

Complete the online application for admission (<https://acsss.wisc.edu/apply/>) as a University Special student, selecting UNCS Capstone Certificate and the program: Data Analytics for Decision Making

Need help? Email us at [jgreiber@wisc.edu](mailto:jgreiber@wisc.edu).

### Application Checklist:

To apply to the program, you must complete the following two steps:

- Fill out the online application (see above).
  - Select spring term (there are no summer or fall admissions)
  - Choose Capstone Certificate—Analytics for Decision Making for your Special Student Type
  - Please provide your statement of interest in the academic plans statement field
- Have your official transcripts sent to:

ADM Certificate Program  
4217 HC White Hall  
600 N. Park Street  
Madison, WI 53706  
c/o Certificate Coordinator Ms. Jenny Greiber

### Information Especially for International Applicants

International students are encouraged to apply for and enroll in the certificate program; however, at this time they are not eligible for educational visas due to the part time and online nature of the program.

International students who desire to study in the US should complete the ADM certificate in their current location, and in that same year, apply to a campus-based UW—Madison master's program.

### Further Information

- The iSchool master's degree will accept all the credits from the ADM certificate toward an iSchool master's degree if students are granted admissions to that program.
- Contact us at [jgreiber@wisc.edu](mailto:jgreiber@wisc.edu), and we will help you develop a plan to achieve your educational goals.

## REQUIREMENTS

Code	Title	Credits
L I S/COM ARTS 705	Introductory Analytics for Decision Making <sup>1</sup>	3
L I S 706	Data Mining Planning and Management	3
L I S 707	Data Visualization and Communication for Decision Making	3
<b>Total Credits</b>		<b>9</b>

<sup>1</sup> L I S/COM ARTS 705 MUST be taken first.

## LEARNING OUTCOMES

- Students can formulate questions related to existing organizational goals or challenges, identify sources of data to answer those questions, and design and implement a data analysis plan to answer the questions.
- Students will demonstrate competency with a range of data collection and analysis techniques and tools appropriate to organizational decision making and assessment including the basics of data mining and visualizations.
- Students can effectively communicate the rationale for a data project and the results of their analysis across different types of media and using best practices of textual and visual communications.

- Students can articulate the possible information value and the limitations of data and analytics projects based on understanding of data quality, data availability, metadata functionality and other data management issues.

## ENGINE DESIGN, CAPSTONE CERTIFICATE

The Engine Design Capstone is a fully online certificate program that follows a three-course sequence to help you develop your engine design skills. Some of our past students have received a patent for their design project work! Fuel your passion for engines and advance your career! Get the key skills you need to become an engine design engineer.

### HOW TO GET IN

This certificate is geared toward those with an academic background in Mechanical Engineering.

Applicants must possess a baccalaureate degree. Applications are accepted for Fall by July 15<sup>th</sup> and Spring by November 1<sup>st</sup>. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students, including capstone certificate students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

#### Admission requirements for the Capstone Certificate are:

- Hold bachelor's degree in Mechanical Engineering or equivalent credential from an accredited college or university.
- A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master's degree.
- Applicants whose native language is not English must provide scores from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 580 on the written version, 243 on the computer version, or 92 on the Internet version.

Exceptions to standard admission requirements are considered by the admissions committee on an individual basis. Students may be admitted with deficiency, but will be expected to complete the necessary leveling courses.

#### Application steps

- Submit an online application for admission (<https://acsss.wisc.edu/apply/>) as a University Special student, selecting UNCS Capstone Certificate and the program: Engine Design. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
- Arrange to have transcripts of all previous educational institutions sent directly to EPD Student Services: [studentservices@epd.wisc.edu](mailto:studentservices@epd.wisc.edu)

**Note:** Transcripts should be sent directly by the educational institution to the program.

- After all of application materials have been received, the admissions committee chair contacts applicants for a phone interview. After the interview, the complete application will be presented to the Admissions Committee for evaluation.

#### Final admissions decision

Admission decisions are made in the order completed applications are received. The committee will make one of the following decisions:

- Recommend admission
- Decline further consideration of your application.

After a decision is made, student services will contact applicants by email to inform them of the decision and to schedule a time to discuss the decision and any next steps. The ACSSS is also notified of the final admission decision and completes the formal process for UW–Madison admissions.

## REQUIREMENTS

The curriculum is 9 credits from the following courses, which must be taken in order. Students must complete all courses with a minimum GPA of 2.00 in each class in order to continue to the next class.

Code	Title	Credits
E P D 622	Engine Design I	2
E P D 623	Engine Design II	4
E P D 630	Engine Design III	3
<b>Total Credits</b>		<b>9</b>

## LEARNING OUTCOMES

- Identify engine development projects and their key design points, incorporating resource estimates and justification.
- Use flexible tooling approaches for machining major engine components, identifying the advantages and disadvantages and other key variables.
- Select any component or sub-system within a particular engine and create and justify a design validation test sequence appropriate to the selection for that engine.

## FRENCH STUDIES FOR TEACHERS, CAPSTONE CERTIFICATE

The Department of French and Italian offers a special Capstone Certificate of French Studies for Teachers. The program is designed for teachers of French at the K-12 level who are interested in taking graduate-level French-language courses in the Professional French Masters Program (PFMP). The Certificate is designed to prepare working French teachers reach or maintain native-like fluency, advocate more effectively for the teaching and learning of French, and help their students bridge the gap between language learning and careers using French after their studies.

Students enrolled in the Capstone Certificate complete courses from an array of core master's-level courses in the PFMP, alongside other teachers and professionals preparing to use their French in international business, international education, international development, and the

arts. Through individual advising, students choose courses such as methods in second language acquisition, professional communication, advanced grammar, Francophone culture and society, debates in social and environmental responsibility, career strategies, and a personalized professional internship abroad in a French-speaking organization in business, education, international development, or the arts. Courses are available in person and online. All completed Certificate coursework may also be used toward the Master of French Studies degree, through the PFMP.

## HOW TO GET IN

Capstone Certificate of French Studies for Teachers are teachers of French at the primary or secondary level who have completed a bachelor's degree and who do not have an existing student relationship with the University of Wisconsin-Madison.

Students working on the Capstone may not be enrolled in other UW-Madison degree programs.

The application is free, relatively brief, and online.

Submit your application to the Division of Continuing Studies (<https://acsss.wisc.edu/apply/>).

Once admitted, you will receive a formal letter of admission. The letter will contain course enrollment instructions and information about tuition and registration deadlines.

For more information, please contact the program manager listed in Contact Information.

## REQUIREMENTS

Students in the Capstone will complete **nine credits** from among the following courses regularly offered in the Professional French Masters Program:

Code	Title	Credits
FRENCH 623	Communication orale en situations professionnelles	3
FRENCH 617	Contemporary Skill Set Literature in French	3
FRENCH 616	Social Responsibility in Contemporary French-Language Professional Writing	3
FRENCH 901	Seminar-Materials and Methods of Research	3
FRENCH 642	Culture et sociétés dans le monde francophone	3
FRENCH 615	Grammaire avancée	3
FRENCH/ ITALIAN 821	Issues in Methods of Teaching French and Italian	3
FRENCH 793	Professional French Masters Program Internship	2-3

Capstone students complete these nine credits in consultation with their advisor, depending on their primary professional development goals as French teachers.

## MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

- Students must earn a minimum grade of C in each course used to meet Capstone Certificate requirements.
- Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.
- All of the Capstone Certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

Individual Capstone Certificate programs may have additional requirements for completion, which will be listed above as/if applicable.

## LEARNING OUTCOMES

1. Speak, read, listen and write in French at a level sufficient to interact successfully with native French speakers inside and outside the classroom.
2. Demonstrate a thorough understanding of the relationship between practices and perspectives in the cultures of the world's major French-speaking regions.
3. Articulate, critique, and elaborate the major professional approaches and best practices in the field of French language education at the K-12 level.
4. Use the most appropriate methodologies for success when beginning or returning to work in teaching French at the primary and/or secondary level.

## FUNDAMENTALS OF CLINICAL RESEARCH, CAPSTONE CERTIFICATE

The Capstone Certificate in the Fundamentals of Clinical Research (<https://ictr.wisc.edu/certificate-research-programs/>) is offered through the UW-Madison Institute for Clinical and Translational Research (UW ICTR) (<https://ictr.wisc.edu/>), part of a national consortium of patient care and research institutes funded by the National Institutes of Health (NIH) Clinical and Translational Science Awards (<https://ncats.nih.gov/ctsa/about/>). The certificate allows students to understand and practice evidence-based research to help tackle the world's complex research questions—such as those in therapeutics, diagnostics, and preventative health care—and bring solutions to patients. Courses are taught by UW-Madison faculty in population health sciences, biostatistics, veterinary surgical sciences, oncology, and medical history and bioethics.

The Fundamentals of Clinical Research Capstone Certificate provides formal training and a practicum in research design and statistical analysis for professionals in health care, biotechnology, and the pharmaceutical industry. The certificate program is completed on average in just under two years. Designed for the working professional, courses are offered after 4 p.m.

Further detail, including current tuition and cost, is available at the program website (<https://ictr.wisc.edu/certificate-research-programs/>).

Deidre Vincevneus, Student Services Coordinator

Certificate in the Fundamentals of Clinical Research

UW–Madison

2112 Health Sciences Learning Center

Madison, Wisconsin 53705

studentinquiry@ictr.wisc.edu (<http://guide.wisc.edu/mailto:studentinquiry@ictr.wisc.edu>)

## HOW TO GET IN

The capstone program is for health professionals or health program managers who do not have an existing student relationship with the University.

Students do not need to be seeking a degree to earn the Capstone Certificate in the Fundamentals of Clinical Research.

Applicants must have at least a bachelor's degree, as the required courses are graduate level.

The application is free, relatively brief, and online. Through the online application process, the university will determine whether the applicant is a Wisconsin resident or a non-Wisconsin resident for tuition purposes.

Submit your application to the Fundamentals of Clinical Research Certificate Program (UNCS453) (<https://acsss.wisc.edu/apply/>) through the Division of Continuing Studies.

Once admitted, you will receive a formal letter of admission. The letter will contain course enrollment instructions and information about tuition and registration deadlines.

For more information, please contact program manager Deidre Vincevneus at student inquiry@ictr. (studentinquiry@ictr.wisc.edu)wisc.edu (Rec-Education@hslc.wisc.edu)

## REQUIREMENTS

- Must have a minimum GPA of 3.000 during the program to remain in good standing
- Additional option for ethical conduct of research may be available for new faculty or team-leading independently funded researchers
- Students complete 13–17 graduate-level credits.

Code	Title	Credits
<b>Required Courses</b>		
<i>Graduate Entry-Level Biostatistics</i>		3-6
Students select one of the following:		
B M I/STAT 541	Introduction to Biostatistics	
B M I/ POP HLTH 551 & B M I/ POP HLTH 552	Introduction to Biostatistics for Population Health and Regression Methods for Population Health	
B M I 699	Independent Study <sup>1</sup>	

## Other Required Courses

B M I/STAT 542	Introduction to Clinical Trials I	3
B M I 544	Introduction to Clinical Trials II	3
POP HLTH/SOC 797	Introduction to Epidemiology	3

**One lecture course in ethical conduct of research selected from the following list of courses:**

SURG SCI 812	Research Ethics and Career Development	
NURSING 802	Ethics and the Responsible Conduct of Research	
ONCOLOGY 715	Ethics in Science	
PHARMACY 800	Research Ethics: Scientific Integrity and the Responsible Conduct of Research	
OBS&GYN 955	Responsible Conduct of Research for Biomedical Graduate Students	
BIOCHEM 729	Advanced Topics (Topic: Responsible Conduct of Research)	

**Total Credits** **13-17**

- <sup>1</sup> The 1-credit B M I 699 is for students with instructor consent who have prior statistics (not biostatistics) coursework. Students who take this option must also complete an additional 2 credits of FAM MED 701 or POP HLTH/MEDICINE/NURSING 705.

## LEARNING OUTCOMES

1. Determine when it is appropriate to use a patient -oriented research design to investigate a translational clinical problem.
2. Understand the principles of clinical research design and statistical analysis.
3. Understand the principles of multidisciplinary patient -oriented clinical research protocols.
4. Apply and foster professional, ethical and responsible conduct of clinical research.

## GIS FUNDAMENTALS, CAPSTONE CERTIFICATE

The Department of Geography offers an online Geographic Information Systems (GIS) Fundamentals Capstone Certificate.

The GIS Fundamentals Capstone Certificate is intended to produce individuals, both inside and outside of Wisconsin, skilled in the basic conceptual and methodological underpinnings of GIS technology and able to make informed use of current GIS applications in real-world problem solving. GIS Fundamentals Capstone Certificate students will acquire basic technological skills needed in applying GIS toward a wide variety of disciplines while gaining experience with common commercial and open-source GIS software.

The course package will provide foundational competency in mapping science and spatial analysis; consisting of 3 core courses. These core courses include two introductory courses covering fundamentals in cartography and GIS and a third more intensive programming course.



## HOW TO GET IN

### ADMISSION REQUIREMENTS

- A bachelor's degree
- Minimum undergraduate grade point average (GPA) of 3.00 on a 4.00 scale
- Submission of unofficial student transcripts, a one-page statement of interest, and two letters of recommendation
- Students cannot enroll in other undergraduate or graduate programs nor take courses outside the prescribed curriculum.
- Students are not permitted to accept graduate assistantships or other appointments that would result in a tuition waiver and .
- Non-native English speakers must also submit a Test of English as a Foreign Language (TOEFL) score that meets Graduate School minimum requirements (<https://grad.wisc.edu/admissions/requirements/>)

Note: Graduate Record Examination (GRE) scores are **NOT** required.

### APPLICATION STEPS

1. Submit an online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: GIS Fundamentals. This application is received and processed by ACSSS with final decision held for approval from GIS Professional Programs Admissions Committee.
2. Fill out the online supplemental application ([https://uwmadison.co1.qualtrics.com/jfe/form/SV\\_bD9etvxCWHYnrNP/](https://uwmadison.co1.qualtrics.com/jfe/form/SV_bD9etvxCWHYnrNP/)). This includes submission of contact information for two references, a letter of interest (one-page essay), and your unofficial transcripts. The GIS program will contact referees for their recommendation letters, but applicants should ensure they will write you a letter prior to submitting their names. Referees will be asked to submit letters of recommendation electronically. Please note that the submission of official transcripts to the GIS Professional Programs (550 North Park St Madison, WI 53706) are required if admitted to the program.
3. International students from non-English speaking countries must also submit TOEFL scores that meet Graduate School minimum requirements (<https://grad.wisc.edu/admissions/requirements/>)
4. This program accepts applications for the FALL, SPRING, and SUMMER semesters. Please visit the program website for more information on deadlines.

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. Consult the GIS Program website (<https://geography.wisc.edu/gis/>) for further detail and assistance.

### ENROLLMENT

When admitted to the program applicants **MUST** send their official transcripts to the GIS Professional Programs: 550 North Park St Madison, WI 53706. Formal recommendation for admission will only occur *after* official transcripts have been received from the appropriate institution(s). Admitted students then receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information.

The Department of Geography–GIS Capstone Certificate Program will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

### STUDENTS IN THIS PROGRAM ARE REQUIRED TO TAKE ALL OF THE FOLLOWING COURSES:

Code	Title	Credits
GEOG 370	Introduction to Cartography <sup>1</sup>	4
GEOG/CIV ENGR/ ENVIR ST 377	An Introduction to Geographic Information Systems <sup>1</sup>	4
GEOG 378	Introduction to Geocomputing	4
<b>Total Credits</b>		<b>12</b>

<sup>1</sup> For students who attended UW-Madison and completed either GEOG 370 Introduction to Cartography or GEOG/CIV ENGR/ ENVIR ST 377 An Introduction to Geographic Information Systems, the 4 credits for one of the two courses may be applied toward the 12-credit certificate total.

Students are required to maintain a 3.0 GPA while enrolled in the program. Students who do not meet this requirements risk academic probation or dismissal from the program.

### MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

- Students must earn a minimum grade of C in each course used to meet Capstone Certificate requirements.
- Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.
- All of the Capstone Certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

Individual Capstone Certificate programs may have additional requirements for completion, which will be listed above as/if applicable.

## LEARNING OUTCOMES

1. Establish a foundation in the conceptual underpinnings of GIS technology in order to make informed use of current GIS applications in real world problem solving.
2. Acquire basic technological skills needed in applying GIS towards a wide variety of disciplines while gaining experience with common commercial and open-source GIS software.

## GLOBAL HEALTH ONLINE, CAPSTONE CERTIFICATE

The complex, existential problems challenging today's world – emerging infectious diseases and pandemics, food insecurity and starvation, climate change impacts on health, antimicrobial resistance, fundamental inequities in access to nutrition and healthcare – transcend national boundaries and require expertise and perspectives from across the biomedical, social, and physical sciences to achieve creative solutions.

The UW-Madison Capstone Certificate in Global Health Online provides students with the knowledge and skills to address health challenges and disparities around the world. The largely asynchronous, online format provides maximum flexibility for students to complete the certificate effectively within the context of work and/or family responsibilities.

### HOW TO GET IN

This capstone certificate program is intended for University Special (non-degree seeking) students who hold a bachelor's degree or equivalent and is designed to "cap off" the undergraduate educational experience or to offer a focused professionally oriented educational experience.

The Capstone Certificate in Global Health Online accepts applications year-round.

- Applications are accepted through July 15 for Fall.
- Applications are accepted through December 15 for Spring.

In addition to the Capstone Certificate in Global Health Online application form, which will be available on the program's website during the application period, program applicants are required to submit a current resume and original transcripts from all post-secondary schools attended and to complete the UW-Madison application for admission (<https://acsss.wisc.edu/apply/>) as a University Special student, selecting UNCS Capstone Certificate and the program: Global Health Online.

Students who already hold an Undergraduate Certificate in Global Health from UW–Madison are encouraged to contact the SMPH Office of Global Health to discuss options for advanced study. Please do not apply for the capstone certificate.

### REQUIREMENTS

**Required Coursework:** 11 credits

Completion of eleven credits is required for the certificate, including ten core course credit requirements and one credit of global health field experience. A description of the requirements is provided below.

Code	Title	Credits
Capstone Certificate Requirements		
<i>Core Course Requirements</i>		
PUBLHLTH 710	Introduction to Global Health: History, Current Issues, and Health Statistics	2
PUBLHLTH 711	Global Public Health and Healthcare Systems: Organizations, Governance, Financing, and Workforce	2

PUBLHLTH 712	Global Health: Infectious Diseases, One Health, and Prevention Strategies	2
PUBLHLTH 713	Global Health: Non-communicable Diseases, Poverty, Environmental Health, and Food Security	2
PUBLHLTH 714	Global Health Field Work Fundamentals: Engagement, Ethics, Policy, and Methods	2
<i>Global Health Field Experience</i>		1
POP HLTH 645	Global Health Field Course	
Independent Study <sup>1</sup>		
<b>Total Credits</b>		<b>11</b>

<sup>1</sup> For **independent study field experiences**, certificate students must prepare a proposal, to be reviewed and approved by his or her advisor and the Certificate Program Director, which describes project goals and objectives and outlines a tentative schedule of activities. Students must register for independent study credit in an appropriate school or department (a 699 course number in most health sciences and graduate departments). All students completing independent field experiences are required by the School of Medicine and Public Health (SMPH) to execute an affiliation agreement between the field site organization and the SMPH/University of Wisconsin–Madison. Upon completion of the independent field experience, all students must submit to the Certificate program office:

- A summary of reflections on the field course/experience. (This may take the form of a journal kept throughout the field course/experience, or if a journal was not kept, a template will be provided.);
- An instructor evaluation of the student;
- A reference-cited, academic paper/project report; and
- A site evaluation.

### DETAILS ON THE GLOBAL HEALTH FIELD EXPERIENCE

A global health field experience/course is an academic credit-based learning experience in a setting relevant to global health. Field experiences/courses are generally carried out during the summer (less commonly within the normal academic calendar if they do not interfere with class attendance or completion of requirements for registered coursework). Students must be in good academic standing to participate in a global health field experience. One week of on-site learning is equivalent to 1 credit. (*While field experience credits may range from 1-6, only one field experience credit counts toward the certificate requirements.*)

Students may elect to complete either: a) a **faculty-led interdisciplinary group field course** administered by the UW–Madison Office of International Academic Programs (i.e., POP HLTH 645 Global Health Field Course), or b) an **independent study field experience** at the site of their choice, with approval of an academic advisor and the certificate faculty program director (see footnote 1 above). Field experiences usually take place in a country outside the United States, but may also be carried out in the United States, working with international/under-served populations or addressing health issues that have global implications. Students may also work with international agencies, such as the United Nations, the World Health Organization, Centers for Disease Control and Prevention, or nongovernmental organizations.

For POP HLTH 645 Global Health Field Course faculty-led group courses (Thailand, Uganda, Ecuador), students are required to apply to participate in the field course through the campus-wide Office of International Academic Programs and complete a country-specific orientation

program. Upon satisfactory completion of the field course, students will receive credit for POP HLTH 645 Global Health Field Course.

Capstone Certificate in Global Health Online students who are unable to complete the field course or independent field experience (due, for instance, to family/childcare commitments, work commitments, impediments to travel in their home country, financial constraints, etc.) will be offered the alternative option of conducting an in-depth analysis of a global health issue via completion of PUBLHLTH 715 Global Health Issue Analysis.

## MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

- Students must earn a minimum grade of C in each course used to meet Capstone Certificate requirements.
- Courses in which a student elects the pass/fail or audit option will not count toward completion of Capstone Certificate requirements.
- All of the Capstone Certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- All of the Capstone Certificate credits must be earned while enrolled in the Capstone Certificate program.

Individual Capstone Certificate programs may have additional requirements for completion, which will be listed above as/if applicable.

## LEARNING OUTCOMES

1. Exhibit the ability to describe and compare the health care systems in different areas of the world (such as: an understanding of pros and cons of systems, comparison to the U.S. system, and trends in the evolution of health care systems over time).
2. Demonstrate knowledge of the epidemiology of common global health concerns, both communicable and non-communicable (such as: differences between high/middle/low income countries and programs to mitigate the impacts of these health issues such as the millennium and sustainable development goals).
3. Demonstrate the ability to integrate information from multiple perspectives into an assessment of a country/location's health status (such as: history, politics, culture, societal structure, economics, environmental sciences, health care system(s), health databases, disease epidemiology, human rights, human subjects protections).
4. Model ethical behavior in global health engagement (such as: appreciation of the bidirectional nature of learning and mutual benefits between stakeholders and learners, cultural humility and flexibility, recognition of the importance of program sustainability over time, openness to new information/ideas).
5. Demonstrate professionalism, effective communication, leadership, problem-solving, and collaboration across multiple health education disciplines and stakeholders in addressing a global health issue (including an understanding of One Health approaches).
6. Exhibit the ability for growth in one's approach to global health work through self-assessment and structured reflection (such as: personal biases and perspectives, views on equity and disparities, personal limitations).

## PEOPLE

Information on the Certificate in Global Health Online program personnel can be found on the People tab of the program's website: <https://globalhealth.wisc.edu/people/>

## GLOBAL HEALTH, CAPSTONE CERTIFICATE

**Admissions to the Global Health Capstone Certificate have been suspended as of fall 2021 and will be discontinued as of summer 2024. If you have any questions, please contact the department.**

The Capstone Certificate in Global Health Program is designed to advance the knowledge and capabilities of non-traditional learners with interests in global health. The certificate is available to capstone students with a **minimum of a bachelor's degree** who have interest in global health.

The certificate curriculum focuses on global health topics and health issues that transcend national boundaries. Through this nine-credit program, which includes academic course work and a global health field experience emphasizing two-way learning, students will be prepared to better address health challenges and disparities in a context of cultural diversity, both at home and abroad. Certificate candidates often work with partners and sites internationally, but may also apply a global lens to issues of health and wellbeing in Wisconsin and other parts of the United States. This global-to-local philosophy is important to the program. Through choices of elective/selective courses, students may focus their studies on health promotion, detection and treatment of disease, prevention and management of outbreaks, health policy, environmental health, or other current and important global health topics. The certificate emphasizes multidisciplinary learning and approaches to global health challenges.

To accommodate working professionals, core courses are offered in the evening.

Further detail, including current tuition and cost, is provided on the program's website. (<http://ghi.wisc.edu/education/professional-graduate-and-capstone/>)

### Educational Benchmarks for Certificate Program

- To demonstrate self-guided learning habits, recognizing that experiential learning opportunities exist in many forms and that learning is a life-long endeavor.
- To interpret quantitative and qualitative information from the sciences, social sciences, and the humanities to inform global health work.
- To integrate contextually-grounded information about a location's health, history, politics, culture, and environment into one's learning experiences.
- To practice directed self-assessment and reflection about one's experiences and chosen profession, including consideration of one's role as a member of an interdisciplinary team.
- To compare and contrast the practice of health-related activities in different settings, including the social production of health and well-being.
- To draw connections between global experiences and local needs.

- To work effectively as a member of a diverse team to achieve shared goals.
- To effectively communicate ideas about health to other professions, as well as to community leaders and members of the general public.
- To recognize valuable opportunities for high and low-middle income countries to learn from one another, and creatively evaluate assets in addressing problems.
- To model ethical models of community-based engagement, recognizing the mutual benefit to learners and to the host community.

## HOW TO GET IN

**Admissions to the Global Health Capstone Certificate have been suspended as of fall 2021 and will be discontinued as of summer 2024. If you have any questions, please contact the department.**

### ADMISSION

Applicants must possess a baccalaureate degree. Must have a minimum GPA of 3.000. Applications are accepted for fall semester with a deadline in late spring. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

### APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: **Global Health**. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. An application and materials submitted directly to the program, which includes:
  - an online application (<http://ghi.wisc.edu/education/professional-graduate-and-capstone/how-to-apply-2/>) directly to the program. The application includes a personal statement (maximum 350 words) which require a description of global health interest and previous experience, career goals, and how the skills obtained in the certificate program will improve the health status of underserved populations
  - a resume and official transcripts for current programs and prior degrees sent to: Betsy Teigland ([teigland@wisc.edu](mailto:teigland@wisc.edu)) of the Global Health Institute located at 4270B Health Sciences Learning Center, 750 Highland Avenue, Madison, WI 53705-2221.

### 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 detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Global Health Institute will send an email to admitted students with specific information pertaining to enrollment in courses and completion of the capstone program.

## REQUIREMENTS

**THIS PROGRAM WILL BE DISCONTINUED EFFECTIVE SUMMER 2024. SPRING 2024 IS THE FINAL SEMESTER TO COMPLETE THIS PROGRAM.**

Completion of a minimum of nine credits is required for the certificate, including six core course credit requirements, one of which is a credit-based global health field experience, and three elective credits. A description of the core requirements and electives is provided below.

### Core course requirements

Code	Title	Credits
<b>Core</b>		
POP HLTH 718	Principles of Global Health Care Systems <sup>1</sup>	2
POP HLTH 810	Global Health Epidemiology	2
<b>Students choose one of the following sequences:</b>		
POP HLTH 640	Foundations in Global Health Practice <sup>2</sup>	1
Independent Study 699 <sup>3</sup>		1
<i>or</i>		
POP HLTH 644	Interdisciplinary Perspectives on Global Health and Disease <sup>4</sup>	1
POP HLTH 645	Global Health Field Course	1
Students take electives to complete credit requirements. Consult with Global Health Institute program staff for updated list.		3

- 1 If possible, for optimal preparation, POP HLTH 718 should be taken prior to POP HLTH 640 and undertaking an independent field experience.
- 2 POP HLTH 640 is for students planning to do an independent global health field experience. It includes selecting a site, identifying a counterpart organization, developing a scope of work that is of mutual benefit to the student and the counterpart organization, and preparation for travel (health and safety).
- 3 Students should take Independent Study 699 in the department of advisor, with certificate director approval.
- 4 POP HLTH 644 is for students planning to participate in the Uganda, Thailand, or Ecuador faculty-led field courses and includes site-specific course work. *Eligibility for enrollment in POP HLTH 644 is contingent upon acceptance into one of the POP HLTH 645 field courses (see below).*

## GLOBAL HEALTH FIELD EXPERIENCE

**(1-6 credits in total; 1 credit counts toward certificate requirements)**

A global health field course/experience is an academic credit-based learning experience in a setting relevant to global health. Field courses/experiences are generally carried out during the summer (less commonly within the normal academic calendar if they do not interfere with class attendance or completion of requirements for registered coursework); 1 week of on-site learning is equivalent to 1 credit. **(Please note that only one field experience credit counts toward Certificate requirements; additional field course credits earned cannot be applied to the elective requirements.)**

Students may elect to do: a **faculty-led interdisciplinary group field course** administered by the UW-Madison Office of International Academic



Programs (IAP) or they may choose to design an **independent field experience** at the site of their choice, with approval of an academic advisor and the Certificate Program Director. Field experiences usually take place in a country outside the United States, but may also be carried out in the U.S., working with international/underserved populations and addressing health issues that have global implications. Students may also work with international agencies, such as the United Nations, the World Health Organization, Centers for Disease Control and Prevention, or non-governmental organizations.

#### Field experience requirements:

For POP HLTH 645 Global Health Field Course **faculty-led group courses (Thailand, Uganda, Ecuador)**, students are required to take the related prerequisite campus-based course (POP HLTH 644 Interdisciplinary Perspectives on Global Health and Disease) and apply to participate in the field course through the campus-wide Office of International Academic Programs. (<https://www.studyabroad.wisc.edu>) Upon satisfactory completion of the field course, students will receive credit for POP HLTH 645 Global Health Field Course.

For **independent field experiences**, certificate students must prepare a proposal, to be reviewed and approved by his or her advisor and the Certificate Program Director, which describes project goals and objectives and outlines a tentative schedule of activities. (This is prepared as an assignment in POP HLTH 640 Foundations in Global Health Practice.) Students must register for independent study credit in an appropriate school or department (a 699 course number in most health sciences and graduate departments).

All students completing independent field experiences are required by the School of Medicine and Public Health (SMPH) to execute an affiliation agreement between the field site organization and the SMPH/University of Wisconsin-Madison.

Upon completion of the field experience, all students must submit to the Certificate program office:

- A summary of reflections on the field course/experience. (This may take the form of a journal kept throughout the field course/experience, or if a journal was not kept, a template will be provided);
- An instructor evaluation of the student; and,
- A reference-cited, academic paper/project report.

Students completing an **independent field experience** will also need to submit a site evaluation.

## LEARNING OUTCOMES

1. Exhibit the ability to describe and compare the health care systems in different areas of the world (such as: an understanding of pros and cons of systems, comparison to the US system, and trends in the evolution of health care systems over time).
2. Demonstrate knowledge of the epidemiology of common global health concerns, both communicable and non-communicable (such as: differences between high/middle/low income countries and programs to mitigate the impacts of these health issues such as the millennium and sustainable development goals).
3. Demonstrate the ability to integrate information from multiple perspectives into an assessment of a country/location's health status (such as: history, politics, culture, societal structure, economics, environmental sciences, health care system(s), health

databases, disease epidemiology, human rights, human subjects protections).

4. Model ethical behavior in global health engagement (such as: appreciation of the bidirectional nature of learning and mutual benefits between stakeholders and learners, cultural humility and flexibility, recognition of the importance of program sustainability over time, openness to new information/ideas).
5. Demonstrate professionalism, effective communication, leadership, problem-solving, and collaboration across multiple health education disciplines and stakeholders in addressing a global health issue (including an understanding of One Health approaches).
6. Exhibit the ability for growth in one's approach to global health work through self-assessment and structured reflection (such as: personal biases and perspectives, views on equity and disparities, personal limitations).

## INFANT, EARLY CHILDHOOD AND FAMILY MENTAL HEALTH, CAPSTONE CERTIFICATE

The Capstone Certificate in Infant, Early Childhood, and Family Mental Health from UW–Madison is an interdisciplinary one-year academic program for practicing professionals who work with families in the prenatal and postpartum periods and with children ages birth through five years. Following a cohort model, enrolled participants will be provided with three days of class instruction each month as well as small group and individualized opportunities to reflect upon and integrate program content into their professional work experiences. These experiences will contribute to an increased knowledge base and skills in providing appropriate screening, assessment, diagnostic and therapeutic intervention services to support the mental health of infants, young children and their families.

This program is designed for:

- Licensed mental health and health care professionals\* in clinical psychology, counseling psychology, school psychology, social work, marriage and family therapy, nursing, psychiatry, pediatrics or family medicine.
- Professionals from the fields of early childhood education, child development, family studies, occupational therapy, physical therapy, social work, or speech and language therapy. This includes those who provide direct services to young children and their families in Home Visiting, Birth to 3, Early Childhood Special Education, Early Head Start, Head Start, Childcare, and Child Protective Services programs who have a minimum of a bachelor's degree.

\* Participation in this capstone certificate Program fulfills a prerequisite for Mental Health Professionals who are also interested in applying to the Wisconsin Child-Parent Psychotherapy (CPP) Learning Community. ([http://infantfamilymentalhealth.psychiatry.wisc.edu/?page\\_id=44](http://infantfamilymentalhealth.psychiatry.wisc.edu/?page_id=44))

Students will have the opportunity to acquire the knowledge and competencies to pursue Endorsement as an Infant Family Specialist, Infant Mental Health Specialist, or Infant Mental Health Mentor through the Wisconsin Alliance for Infant Mental Health (WI-AIMH) (<http://wiaimh.org/>).

Courses for the capstone certificate program meet three days a month during the academic year. All monthly sessions will be



held face-to-face in Madison. Click here for the schedule. ([http://infantfamilymentalhealth.psychiatry.wisc.edu/?page\\_id=14](http://infantfamilymentalhealth.psychiatry.wisc.edu/?page_id=14))

Please visit the website (<http://infantfamilymentalhealth.psychiatry.wisc.edu>) for additional information, and contact Sarah Strong, LCSW, at [ssstrong@wisc.edu](mailto:ssstrong@wisc.edu) with questions.

## HOW TO GET IN

### ADMISSION

All applicants must have a bachelor's degree from an accredited college or university or its equivalent and a minimum grade point average of 3.00 on a 4.00 scale. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials. All application materials must be received by the deadline posted on the program website.

### APPLICATION STEPS

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Infant, Early Childhood and Family Mental Health. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.
2. The certificate program application posted on the certificate program's application page ([http://infantfamilymentalhealth.psychiatry.wisc.edu/?page\\_id=40](http://infantfamilymentalhealth.psychiatry.wisc.edu/?page_id=40)) and additional materials to include:
  - a completed application form
  - a current résumé or curriculum vitae
  - two letters of reference:
    - One letter should be from a supervisor who is acquainted with applicant's applied experiences
    - Both letters should speak to professional qualifications of the applicant
  - transcripts for all college/university programs (undergraduate and graduate)
  - for licensed professionals, copies of your current licenses and/or credentials

Send completed application and supporting materials by email or mail to the Program Coordinator (see the "Contact Information" sidebar). Direct questions to the Program Coordinator by email or phone, 608-263-5000.

*Subject:* UW Infant, Early Childhood and Family Mental Health Capstone Certificate Program Application

UW Infant, Early Childhood and Family Mental Health Capstone Certificate Program

WisPIC/Department of Psychiatry  
6001 Research Park Boulevard  
Madison, WI 53719

Fax: 608-263-0265—*Attention:* UW Infant, Early Childhood and Family Mental Health Capstone Certificate Program

## ADMISSION NOTIFICATION

Those who complete the application process and meet the capstone certificate program requirements will be offered an interview with a program director. This will ensure that applicants have the appropriate background, prerequisites and that this capstone certificate program is a good fit for the applicant. This includes discussing applicant's access to work with young children ages birth through 5 years and their families in order to complete assignments and participate in case-based discussions.

### 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 detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Infant, Early Childhood and Family Mental Health Capstone Certificate Program will send an email to admitted students with specific information pertaining to enrollment in the courses and completion of the capstone program.

## REQUIREMENTS

- Must have a minimum GPA of 3.000 to complete this capstone certificate.

Code	Title	Credits
<b>Concepts, Assessment, Interventions, Practice, and Policy</b>		
PSYCHIAT 712	Foundations in Infant, Early Childhood and Family Mental Health: Dev, Screening, Assessment and Diag	3
PSYCHIAT 715	Therapeutic Interventions, Practices and Policy in Infant, Early Childhood and Family Mental Health	3
<b>Seminar on Reflective Practices and Mindfulness</b>		
PSYCHIAT 713	Seminar in Reflective Practices and Mindfulness in Infant, Early Childhood & Family Mental Health I	2
PSYCHIAT 716	Seminar in Reflective Practices and Mindfulness in Infant, Early Childhood and Fam Mental Health II	2
<b>Total Credits</b>		<b>10</b>

### Optional Courses for licensed mental health professionals

Code	Title	Credits
PSYCHIAT 714	Consultation in Infant, Early Childhood and Family Mental Health: Advanced Clinical Practice I	1
PSYCHIAT 717	Consultation in Infant, Early Childhood and Family Mental Health: Advanced Clinical Practice II	1

### Course Sequencing

Fall	Credits	Spring	Credits
PSYCHIAT 712		3 PSYCHIAT 715	3
PSYCHIAT 713		2 PSYCHIAT 716	2

PSYCHIAT 714  
(Optional 1 credit)

PSYCHIAT 717  
(Optional 1 credit)

5

5

**Total Credits 10**

## LEARNING OUTCOMES

1. Apply concepts of parent, infant, and early childhood mental health informed by developmental, neuroscience, and attachment research to support the social and emotional development and well-being of young children in the context of their family or caregiver relationships.
2. With a focus on parent-child early relationships, provide appropriate screening, assessment, diagnostic, and referral services for infants, young children, and families.
3. Provide therapeutic interventions and mental health consultation to families and professionals to reduce the impact of early-life trauma, loss, and disturbances before they become more serious disorders.
4. Use reflective practice and mindfulness strategies to support you and those you support in your work.

## POLYMER PROCESSING & MANUFACTURING, CAPSTONE CERTIFICATE

The Polymer Processing & Manufacturing Capstone is a fully online certificate program that covers advanced analysis and modeling of plastics extrusion, injection molding, and other processes; mold and equipment design; along with materials consideration.

## HOW TO GET IN

This capstone certificate is geared toward those with an academic background in Engineering (Chemical, Mechanical, Materials, Biomedical, Biological Systems, Civil, Etc). Students entering the program are expected to have completed an undergraduate degree in an Engineering Field, or Chemistry, Biochemistry, Food Science or Physics.

Applicants must possess a baccalaureate degree. Applications are accepted for Fall by July 15<sup>th</sup> and Spring by November 1<sup>st</sup>. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students, including capstone certificate students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

### Admission requirements for the Capstone Certificate are:

1. Hold bachelor's degree or equivalent credential from an accredited college or university.
2. A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master's degree.

3. Applicants whose native language is not English must provide scores from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 580 on the written version, 243 on the computer version, or 92 on the Internet version.

*Exceptions to standard admission requirements are considered by the admissions committee on an individual basis.* Students may be admitted with deficiency, but will be expected to complete the necessary leveling courses.

### Application steps

1. Submit an online application for admission (<https://acsess.wisc.edu/apply/>) as a University Special student, selecting UNCS Capstone Certificate and the program: Polymer Processing & Manufacturing. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.

2. Arrange to have transcripts of all previous educational institutions sent directly to EPD Student Services: Attn: studentservices@epd.wisc.edu

**Note:** Transcripts should be sent directly by the educational institution to the program.

3. After all of application materials have been received, the complete application will be presented to the Admissions Committee for evaluation.

### Final admissions decision

Admission decisions are made in the order completed applications are received. The committee will make one of the following decisions:

- Recommend admission
- Decline further consideration of your application.

After a decision is made, student services will contact applicants by email to inform them of the decision and to schedule a time to discuss the decision and any next steps. The ACSSS is also notified of the final admission decision and completes the formal process for UW–Madison admissions.

## REQUIREMENTS

The curriculum is 9 credits chosen from the following list. Students must complete any courses with a minimum GPA of 2.00 in each class in order to continue to the next class.

Code	Title	Credits
M E 419	Fundamentals of Injection Molding	3
M E 514	Additive Manufacturing	3
M E/E M A 570	Experimental Mechanics	3
M E 717	Advanced Polymer Processing	3
M E 718	Modeling and Simulation in Polymer Processing	3

## LEARNING OUTCOMES

1. Explain the common synthetic strategies for the fabrication of polymers.
2. Evaluate issues in manufacture and processing to make a material or compound.

- Analyze outcomes of polymer materials based on properties such as viscoelasticity.

## PEOPLE

Prof. Tim Osswald  
 Prof. Lih-Shen "Tom" Turng  
 Dr. Nicole Zacharia

## POST-GRADUATE PSYCHIATRIC NURSING, CAPSTONE CERTIFICATE

The UW–Madison School of Nursing offers this hybrid Post-Graduate Psychiatric Nursing Capstone Certificate. It provides the opportunity for nurses who already hold a master's or doctoral degree in advanced practice nursing to gain skills and knowledge to be an expert mental health practitioner.

The certificate program requires a minimum of 18 credits. It begins in summer and takes a year and a half to complete. Students spend the first summer taking a 3-credit psychopharmacology course. During the fall/spring/fall semesters, students take one foundation course and one application course, which brings together classroom and online learning with clinical experiences. Students spend a full day on campus every other week for class meetings and spend two to three days per week in clinical placements. This blended approach provides access to courses even for those who live outside of Madison, with readings and discussions online.

Students work two full days per week in clinical practice. Faculty will actively seek to secure a clinical placement that provides a balance of skills and breadth of professional experience across the full lifespan of patients, while doing their best to accommodate the student's family and professional responsibilities. Students will be expected to travel for their clinical placement.

The Post-Graduate Psychiatric Nursing Capstone Certificate will be completed in just 18 months.

Further detail, including current tuition and costs, is available at the program's website (<https://nursing.wisc.edu/certificates/psych-nursing/>) or by contacting the School of Nursing.

UW–Madison School of Nursing  
 Signe Skott Cooper Hall  
 701 Highland Avenue  
 Madison, WI 53705  
 Phone: 608-263-5200

## HOW TO GET IN

### ELIGIBILITY REQUIREMENTS

- Bachelor's degree from an accredited nursing program
- Master's degree from an accredited nursing program
- RN license
- Certification as an advanced practice nurse or eligible to apply for certification as an advanced practice nurse

- Completion of prerequisite courses in advanced assessment across the lifespan, pathophysiology, and pharmacotherapeutics prior to starting the certificate

The School of Nursing conducts a holistic review of all application materials. Regardless of experience level, ideal candidates possess a desire to improve their ability to deliver complex care and expand their knowledge and understanding of the specialty. The program seeks candidates who are committed to providing care to underserved populations in need of services. Since the program requires a significant time expenditure for clinical training and coursework, candidates must understand these demands and indicate they are prepared to make time in their schedules accordingly.

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the School of Nursing which offers the capstone certificate program makes the final admission decision upon review of all applicant materials.

### ADMISSIONS TIMELINE

- Application opens: Early September
- Application deadline: February 1. All materials, including transcripts, must be received by the deadline.
- Applications reviewed: February-March
- Notification of admission decision: April
- Program start date: The program begins with the summer session.

### REVIEW OF APPLICATIONS

We conduct a holistic review of all application materials. Regardless of experience level, ideal candidates possess a desire to improve their ability to deliver complex care and expand their knowledge and understanding of the specialty. We also look for candidates who are committed to providing care to underserved populations in need of services. Our program requires a significant time expenditure for clinical training and coursework, and we look for candidates who understand these demands and are prepared to make time in their schedules accordingly.

### TO APPLY

Note: More guidance regarding application materials is available on the Frequently Asked Questions tab.

1. Apply for this Capstone Certificate as a University Special Student through the Division of Continuing Studies (<http://continuingstudies.wisc.edu/advising/applycapstone.htm>)
  - Reason for Applying = Capstone Certificate
  - Program = Post Graduate Psychiatric Nursing Program (UNCS830)
2. Seek three (3) letters of recommendation
3. Submit the following materials:
  - Application Checklist (download from this page)
  - Psychiatric Nursing Transcript Instruction Sheet (download from this page)
  - Official transcripts
  - Postgraduate Education Statement
  - Curriculum vitae or resume
  - Photocopy of nursing license from your current state of residence
  - Photocopy of advanced practice certification (if you are an APN)

### SUBMIT ALL MATERIALS TO:

PMHC Coordinator/Graduate Admissions  
 UW–Madison School of Nursing

Suite 1100 Cooper Hall  
701 Highland Avenue  
Madison WI 53705

## 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 detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

The Graduate Academic Services Coordinator will send an email to admitted students with specific information pertaining to enrollment in and completion of the capstone program.

## REQUIREMENTS

The program begins each summer term. All coursework is completed by the end of the fall term in the second year of the program.

NURSING 590 Contemporary Practices in Nursing Pediatric Assessment for Mental Health APNs is a 1 credit course designed to supplement the previously taken assessment content for advanced practice nurses who are not already certified across the lifespan. Those students already certified across the lifespan do not need to complete this course.

Semester 1	Credits
NURSING 657	3
	<b>3</b>
Semester 2	Credits
NURSING 726	3
NURSING 728	2
	<b>5</b>
Semester 3	Credits
NURSING 727	3
NURSING 729	2
	<b>5</b>
Semester 4	Credits
NURSING 590 (Pediatric Assessment for Mental Health APNs (optional))	1
	<b>1</b>
Semester 5	Credits
NURSING 826	3
NURSING 828	2
	<b>5</b>
<b>Total Credits</b>	<b>19</b>

## LEARNING OUTCOMES

1. Conduct a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches.
2. Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences.

3. Develop and sustain therapeutic relationships and partnerships with patients (individual, family, or group) and other professionals to facilitate optimal care and patient outcomes.
4. Demonstrate advanced levels of clinical judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes.
5. Guide, mentor, and support other nurses to achieve excellence in nursing practice.
6. Educate and guide individuals and groups through complex health and situational transitions.
7. Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues.

## ACCREDITATION

### ACCREDITATION

Commission on Collegiate Nursing Education (<http://www.aacnursing.org/CCNE/>)

Accreditation status: Next accreditation review: 2026-2027.

## CERTIFICATION/LICENSURE

This program prepares students to meet the psychiatric mental health nursing coursework and clinical hour requirements to sit for the ANCC Psychiatric-Mental Health NP (<http://nursecREDENTIALING.org/FamilyPsychMentalHealthNP/>) exam and gain the PMHNP-BC credential.

### PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)

The United States Department of Education requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure about whether each program meets state educational requirements for initial licensure or certification. Following is this disclosure information for this program:

#### The requirements of this program meet Certification/Licensure in the following states:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Montana, Nebraska, Ohio, Oregon, Pennsylvania, Washington, Wisconsin, Wyoming, District of Columbia, Guam, Northern Mariana Islands, U.S. Virgin Islands

#### The requirements of this program do not meet Certification/Licensure in the following states:

Not applicable

#### The requirements of this program have not been determined if they meet Certification/Licensure in the following states:

Maryland, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, American Samoa, Puerto Rico

## POWER CONVERSION AND CONTROL, CAPSTONE CERTIFICATE

The Power Conversion and Control Capstone Certificate addresses the learning goals of practicing engineers by providing further study with senior, highly respected faculty in the UW–Madison College of Engineering. It provides engineers with an opportunity to gain specialized expertise, including technical knowledge of power electronics, drives, and controls. The certificate also provides a “stepping stone” for students wishing to apply for admission to the university’s online Master of Science: Electrical Engineering named option in Power Engineering.

The certificate was developed in response to needs identified by more than 80 corporate sponsors of the renowned Wisconsin Electric Machines and Power Electronics Consortium (WEMPEC) (<http://www.wempec.wisc.edu/>).

The format of the Power Conversion and Controls Capstone Certificate is completely online to accommodate working professionals. The 9-credit capstone certificate was designed for completion in three consecutive terms of 3 credits (one course) per term. Fundamental coursework in electrical engineering is a prerequisite, as is coursework in electromechanical energy conversion (E C E 355 Electromechanical Energy Conversion is available online for admitted students).

Further details, including current tuition and costs, are provided on the program’s website (<https://epd.wisc.edu/online-degrees/power-conversion-and-control-certificate/>).

## HOW TO GET IN

### APPLICANT REQUIREMENTS

- **A B.S. degree** from a program accredited by the Accreditation Board for Engineering and Technology (ABET) or the equivalent.\* A B.S. in electrical engineering is recommended. Students who do not have a B.S.E.E. need to have completed fundamental coursework in electrical engineering including circuit theory, fourier analysis, AC circuit analysis using complex impedances, transfer function analysis and evaluation including Bode plots, transformer equivalent circuits, piecewise continuous analysis of nonlinear circuits, and magnetic theory.
- **A minimum undergraduate grade-point average (GPA) of 3.00** on the equivalent of the last 60 semester hours (approximately two years of work) or a master’s degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master’s degree. All GPAs are based on a 4.00 scale.
- **Applicants whose native language is not English** must provide scores from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 580 on the written version, 243 on the computer version, or 92 on the Internet version.

\*Equivalency to an ABET-accredited program: Applicants who do not have bachelor’s degree from an ABET accredited program may also qualify for admission to the program. Such applicants must have a B.S. in science, technology, or a related field with sufficient coursework and professional experience to demonstrate proficiency in engineering practice.

### ADMISSION

**Applications are accepted for admission for all three terms (fall, spring, and summer), but admission deadlines must be met.** The admissions process has been designed to conduct a holistic review of likely success in the program. Decisions are based on academic and professional background. **See the program’s website** for current dates and information regarding selection of students. ([https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?\\_ga=1.90871258.1391686154.1484336426#/admission](https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?_ga=1.90871258.1391686154.1484336426#/admission))

Note: Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the department offering the Capstone Certificate program makes the final admission decision upon review of all applicant materials.

### APPLICATION STEPS

1. Email the graduate admissions staff stating your intent to apply to the Power Conversion and Control capstone certificate program. Indicate if you intend to apply to a degree program upon successful completion of the capstone certificate. Attach a current resume or CV to the Intent to Apply email: [gradadmissions@epd.wisc.edu](mailto:gradadmissions@epd.wisc.edu).

Your resume/CV should include at least:

- Educational history (including GPA, awards and honors received).
- Professional work experience (including specific details on your engineering experience, technical training, and responsibilities).
- Listing of professional association memberships, advanced training (such as a PE license) and other noteworthy, engineering-related details.

2. Submit an online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Power Conversion and Control. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.

3. Following steps outlined by the program ([https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?\\_ga=1.90871258.1391686154.1484336426#/apply](https://epd.wisc.edu/online-degree/power-conversion-and-power-controls-certificate/?_ga=1.90871258.1391686154.1484336426#/apply)), request transcripts of all previous college work and two letters of recommendations are sent to the department as follows:

Engineering Professional Development  
Attention: Capstone Admissions  
432 North Lake Street, Room 701  
Madison, WI 53706

For PDFs, use the following email address:  
[gradadmissions@epd.wisc.edu](mailto:gradadmissions@epd.wisc.edu) ([daryl.haessig@wisc.edu](mailto:daryl.haessig@wisc.edu))

For the two (2) letters of recommendation, use the Download Recommendation Form. The recommenders should send the statement directly to the admissions committee chair. At least one letter should be from your current or previous direct supervisor. Academic references are acceptable for applicants who have been out of school less than five years.

4. Complete a phone interview.

The admissions committee chair will schedule a phone interview with candidates after all application materials are received. The



application will be presented to the admissions committee for evaluation at the next scheduled meeting.

## ENROLLMENT

After a decision has been made, the admissions committee chair will contact applicants by email to inform of the decision.

Admitted students receive a formal letter of admission to UW–Madison from Adult Career and Special Student Services along with general enrollment information. Additional detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

## REQUIREMENTS

- The curriculum is 9 credits (see course list below). Students must complete all courses with a minimum GPA of 2.00 in each class in order to continue to the next class.
- Students without prior coursework in energy conversion will be required to take E C E 355 Electromechanical Energy Conversion. The Admissions Committee will make this decision for each admitted student at the time of admission.

Code	Title	Credits
<b>Prerequisite Course</b>		
E C E 355	Electromechanical Energy Conversion	3

Code	Title	Credits
<b>Required Courses</b>		
E C E 411	Introduction to Electric Drive Systems	3
E C E 412	Power Electronic Circuits	3
M E 446	Automatic Controls	3
<b>Total Credits</b>		<b>9</b>

## LEARNING OUTCOMES

1. Analyze how torque and speed are controlled in the major classes of electric machines.
2. Evaluate how power electronics is used to perform electrical power conversion from one form into another.
3. Complete preliminary designs of automatic controlled systems using power electronics circuits.

## POWERTRAIN ELECTRIFICATION, CAPSTONE CERTIFICATE

Electrification of automotive powertrains has become the main technology path to enhance fuel economy and reduce greenhouse gas emissions. The Powertrain Electrification Capstone is a fully online certificate program that deals with systems, components and their interactions. Based on the degree of electrification, the topology of powertrain can change in complexity and controllability. This program spans micro, mild, full and plug-in hybrid vehicle architectures, with delineations for matching performance specifications and component sizing. A deep immersion will be taken into the fundamental

characteristics of engines, transmission, batteries, motors, generators and power electronics such as inverters, DC-DC converters and on-board chargers.

## HOW TO GET IN

This certificate is geared toward those with an academic background in Mechanical Engineering.

Applicants must possess a baccalaureate degree. Applications are accepted for Fall by July 15<sup>th</sup> and Spring by November 1<sup>st</sup>. Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students, including capstone certificate students. However, the department offering the capstone certificate program makes the final admission decision upon review of all applicant materials.

### Admission requirements for the Capstone Certificate are:

1. Hold bachelor's degree in Mechanical Engineering or equivalent credential from an accredited college or university.
2. A minimum undergraduate grade-point average (GPA) of 3.00 on the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00. Applicants from an international institution must have a strong academic performance comparable to a 3.00 for an undergraduate or master's degree.
3. Applicants whose native language is not English must provide scores from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score on the TOEFL is 580 on the written version, 243 on the computer version, or 92 on the Internet version.

Exceptions to standard admission requirements are considered by the admissions committee on an individual basis. Students may be admitted with deficiency, but will be expected to complete the necessary leveling courses.

### Application steps

1. Submit an online application for admission (<https://acsss.wisc.edu/apply/>) as a University Special student, selecting UNCS Capstone Certificate and the program: Powertrain Electrification. This application is received and processed by ACSSS with final decision held for approval from the specific capstone certificate coordinator.

2. Arrange to have transcripts of all previous educational institutions sent directly to EPD Student Services: [studentservices@epd.wisc.edu](mailto:studentservices@epd.wisc.edu)

**Note:** Transcripts should be sent directly by the educational institution to the program.

3. After all of application materials have been received, the admissions committee chair contacts applicants for a phone interview. After the interview, the complete application will be presented to the Admissions Committee for evaluation.

### Final admissions decision

Admission decisions are made in the order completed applications are received. The committee will make one of the following decisions:

- Recommend admission
- Decline further consideration of your application.

After a decision is made, student services will contact applicants by email to inform them of the decision and to schedule a time to discuss the decision and any next steps. The ACSSS is also notified of the final admission decision and completes the formal process for UW–Madison admissions.

## REQUIREMENTS

The curriculum is 9 credits selected from the available courses (see course list below). Students must complete all courses with a minimum GPA of 2.00 in each class in order to continue to the next class.

Code	Title	Credits
E P D 620	Electrified Powertrain Systems	2
E P D 621	Batteries for xElectrified Vehicles	2
E P D 629	Powertrain Systems and Controls	3
E P D 631	Electrified Vehicle-Level Modeling	2

## LEARNING OUTCOMES

1. Develop control systems for electrified powertrain systems.
2. Comprehend and be able to analyze working principles of all components in electrified powertrain systems.
3. Describe how cells are connected to make modules and packs for power and energy applications
4. Develop systems thinking at vehicle level and drive cycle analysis, by recognizing energy flows and losses in a vehicle and identify the main contributors for them, and quantifying losses and impact of specific technologies on vehicle fuel economy

## PSYCHOACTIVE PHARMACEUTICAL INVESTIGATION, CAPSTONE CERTIFICATE

With the rapid growth in start-ups and companies focused on psychoactive pharmaceuticals like psychedelics and cannabis, employers are seeking professionals who already have the practical and professional skills needed to succeed in the pharmaceutical industry.

The Capstone Certificate in Psychoactive Pharmaceutical Investigation will give you a competitive edge in your career progression or transition. This certificate program focuses on developing the specific skills and knowledge that are essential for you to hit the ground running and succeed in this exciting area.

The fully online curriculum allows you the flexibility to complete your coursework from anywhere in the world without disrupting your career. The graduate-level certificate is designed as a rapid, non-degree alternative to our Master of Science in Pharmaceutical Sciences: Psychoactive Pharmaceutical Investigation. Successful completion of the courses within the capstone certificate can be applied to the master's degree program, should you choose to pursue your MS in the future.

## HOW TO GET IN

### ADMISSIONS

Applications are accepted for terms fall and spring.

Fall Deadline: August 15

Spring Deadline: January 8

Applicants must possess the following:

- Earned bachelor's degree, PharmD, or equivalent
- Recommended cumulative GPA  $\geq$  3.0 (on 4.0 scale). Graduate Record Examination (GRE) scores are not required
- Submit official post-secondary student transcripts
- Submit a maximum one-page statement of interest: Why are you interested in Psychoactive Pharmaceutical Investigation and what do you aim to get out of the program?
- Non-native English speakers submit a Test of English as a Foreign Language (TOEFL) score of 92 (Internet version) or better

#### Application Steps

Adult Career and Special Student Services (ACSSS) is the admitting office for all University Special students. However, the Pharmaceutical Sciences Division at the School of Pharmacy makes the final admission decision upon review of all applicant materials.

A complete application includes the following information:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: Applied Drug Development. This application is received and processed by ACSSS with final decision held for approval from the School of Pharmacy.
2. Submit the following materials to the graduate student services coordinator for the School of Pharmacy at [gradadmissions@pharmacy.wisc.edu](mailto:gradadmissions@pharmacy.wisc.edu) or by mailing them to the address below.
  - a. Official transcripts from all colleges/ universities attended
3. Brief essay describing your reasons for applying and your career goal

## REQUIREMENTS

### PROGRAM REQUIREMENTS

- Must maintain a minimum GPA of 2.00
  - Students wishing to continue into the Psychoactive Pharmaceutical Investigation named option MS program must maintain a minimum GPA of 3.00
- A letter grade of C or better must be earned in each course

### REQUIRED COURSEWORK (12 CREDITS)

#### Pharmaceutical Sciences Core

Code	Title	Credits
PHM SCI 759	Current Trends in Drug Discovery and Development	1

PHARMACY 800	Research Ethics: Scientific Integrity and the Responsible Conduct of Research	2
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### Psychoactive Pharmaceutical Core

Code	Title	Credits
PHARMACY 674	Cannabinoids in Science and Society	2
PHARMACY 640	Appropriate Use of Abused Drugs	2
PHARMACY 671	Psychedelic Drugs in Science and Society	2
PHARMACY 612	Legal Structures for Controlled Substances	1
PHARMACY 563	Drug History: Dangerous Drugs and Magic Bullets	2

the Department of Computer Sciences and its HCI Lab and the UW–Madison Information School.

The Mad UX certificate will accommodate both existing computing professionals whose expanding job responsibilities require a deeper understanding of user experience design, and people new to the technology workforce seeking introductory skills in user experience design.

The courses are completely online and taught by experienced and engaged instructors from UW–Madison’s computer sciences and Information School programs, combining knowledge and networks from both the computing and information fields. Students are part of a cohort of learners who complete project-based activities and learn to work effectively as part of a virtual team. Students must successfully complete each course in succession to earn your certificate. The certificate takes one calendar year (fall, spring, summer) to complete.

Further detail, including tuition and costs, is available on the program's website (<http://hci.wisc.edu/madux/>).

## POLICIES

## CAPSTONE CERTIFICATE SPECIFIC POLICIES

### PRIOR COURSEWORK

#### Graduate Work from Other Institutions

No graduate work from other institutions is accepted.

### PROBATION

The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

1. Good standing (progressing according to standards).
2. Probation (not progressing according to standards but permitted to enroll; specific plan with dates and deadlines in place in regard to removal of probationary status).
3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor).

## LEARNING OUTCOMES

1. Demonstrate critical knowledge and in-depth understanding of principles in pharmaceutical sciences and in the student’s area of expertise
2. Communicate scientific knowledge and research results effectively to a range of audiences
3. Apply ethical principles in conducting scientific research

## USER EXPERIENCE DESIGN, CAPSTONE CERTIFICATE

User experience design is the process of making information systems more people-friendly. The University of Wisconsin–Madison User Experience Design Capstone Certificate, or “Mad UX,” teaches you what you need to know to develop as a UX professional. Mad UX combines expertise from two highly ranked UW–Madison academic departments:

## HOW TO GET IN

### ADMISSIONS

All applicants must:

- Have completed a bachelor’s degree (any subject area is relevant)
- Have a minimum undergraduate grade point average (GPA) of 3.00 on a 4.00 scale in the last 60 credits of that degree; Graduate Record Examination (GRE) scores are not required
- Not be enrolled in another University of Wisconsin undergraduate or graduate program while completing our UX certificate program
- Non-native English speakers submit a Test of English as a Foreign Language (TOEFL) score of 92 (Internet version) or better
- No prior computer programming experience required, however general experience with web, mobile, and other interactive technologies is useful and prior experience with web content management systems or HTML/CSS is helpful.

Applications are accepted for a cohort starting each fall term. The certificate accepts applications on a rolling admissions process beginning each January until the next fall’s cohort is full. This means that applications are considered as the completed application and supporting documents are received. Applicants can be admitted into the program until 2 weeks prior to the start of the fall term as long as all required application documents have been submitted prior to the term start date and space is still available in the cohort.

The contact for capstone certificate questions via email is the certificate coordinator, Jenny Greiber, [jgreiber@wisc.edu](mailto:jgreiber@wisc.edu).

### APPLICATION STEPS

A complete application includes the following:

1. An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student, selecting UNCS Capstone Certificate and the program: User Experience Design. This application is received and processed by ACSSS with the final admissions decision held for approval from the specific capstone certificate coordinator and admissions committee.

2. In the application's academic plan statement field, provide your statement of interest, answering the questions: Why are you interested in the UW–Madison UX program? What do you aim to get out of the program?

2. Have your official transcripts of previous college work sent to:

UX Certificate Program  
4217 HC White Hall  
600 North Park Street  
Madison, WI 53706  
c/o Certificate Coordinator Jenny Greiber

Further detail is provided at the UX Certificate Program Admissions page (<http://hci.wisc.edu/madux/admissions/>).

## 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 detail is provided on the ACSSS enrollment page (<http://continuingstudies.wisc.edu/advising/enroll-special.htm>).

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

## REQUIREMENTS

Code	Title	Credits
<b>User Experience Design Core</b>		
L I S/COMP SCI 611	User Experience Design 1	3
L I S/COMP SCI 612	User Experience Design 2	3
L I S/COMP SCI 613	User Experience Design 3	3
<b>User Experience Design Capstone</b>		
L I S/COMP SCI 614	User Experience Design Capstone	1
<b>Total Credits</b>		<b>10</b>

## LEARNING OUTCOMES

1. Students have knowledge of, and ability to apply, data collection and analysis methodologies for user experience research.
2. Students have knowledge of, and ability to apply, design principles and user behavior theories to digital environments.
3. Students can create, critique and revise design prototypes based on testing data and feedback.
4. Students can effectively plan, manage and communicate a user experience design project.

## CYTOTECHNOLOGY

The Cytotechnology Program was created by the Wisconsin State Laboratory of Hygiene in 1957 and is currently part of the Laboratory of Genetics within the College of Agricultural and Life Sciences (CAL S) at the University of Wisconsin-Madison. Cytotechnology is the study of cells obtained from body tissues. Through intensive microscopic examination,

cytotechnologists discern minute cellular alterations to differentiate malignant from normal cells.

Participants are UW–Madison students in University Special student status. Students who successfully complete the 50-week Cytotechnology Program receive a certificate in cytotechnology from UW–Madison. They may also become an CT(ASCP) by passing the ASCP Board of Certification Examination.

The program is divided into three terms. During the first two terms, the 38-hour weeks consist of lectures, discussions, quizzes, and approximately 25 hours of microscopy. Students complete a series of comprehensive examinations aimed at testing their knowledge of cytopathology at the end of the second term. The third term is devoted to supervised microscopy of clinical specimens. Students also rotate through various clinical settings associated with the practice of clinical cytology, which provides practical experience in the areas of advanced laboratory procedures, quality assurance, and cytogenetics.

## HOW TO GET IN

### ADMISSION ELIGIBILITY CRITERIA

#### POST-BACCALAUREATE CERTIFICATE PROGRAM

A minimum overall GPA of 2.5 on a 4.0 scale is required.

Recommended preparation for students who will have received their Bachelor's degree prior to the start of the program:

- 20 credits of science (biology and chemistry courses preferred)
- 3 credits of mathematics or statistics
- A minimum grade point average (GPA) of 3.0 on a 4.0 scale in science coursework

There is currently no option for advanced placement, or counting outside coursework toward program requirements.

#### 3+1 BACHELOR'S PROGRAM

Prospective students may be accepted into the Program after completing three years of undergraduate coursework with an affiliated college or university (<https://cytotechprogram.wisc.edu/academic-affiliations/>) within the affiliate institution's cytotechnology track. This coursework must include a minimum of:

- 28 credits of biological science and chemistry
- 3 credits of mathematics or statistics

Favorable consideration will be given to applicants with an above average academic record and recommendation.

Students in the 3+1 program enroll at UW-Madison as Special Students.

### APPLICATION PROCESS

Applications are due by March 1 for full consideration for the incoming class that starts in August. Applications must include all official college transcripts (not just your most recently attended school) and three letters of recommendation. Interviews are conducted in March and April, and decisions are made in May for an August start. If a class does not fill, late applications and interviews may continue until July.

You may apply online (<https://cytotechprogram.wisc.edu/application-procedure/>) for the program. If admitted to the program you will also be

required to submit a UW–Madison special student application to gain student status and become eligible to enroll in your courses.

REQUIREMENTS		
Code	Title	Credits
<b>Fall</b>		
GENETICS 470	Basic Cytology and Laboratory Procedures	1
GENETICS 570	The Female Reproductive System	8
GENETICS 571	Clinical Practice I	1
GENETICS 572	The Respiratory System	3
GENETICS 573	The Genitourinary System	2
<b>Spring</b>		
GENETICS 471	Advanced Laboratory Procedures	1
GENETICS 568	The Central Nervous System	1
GENETICS 569	The Breast	1
GENETICS 574	The Gastrointestinal System	3
GENETICS 575	Miscellaneous Systems	3
GENETICS 576	Effusions	2
GENETICS 577	Applied Cytology I	1
GENETICS 670	Seminar in Clinical Cytogenetics	1
GENETICS 672	Seminar in Laboratory Operations and Quality Control	1
GENETICS 673	Seminar in Clinical Cytology	1
<b>Summer</b>		
GENETICS 578	Applied Cytology II	1
GENETICS 671	Advanced Clinical Practice	8
<b>Total Credits</b>		<b>39</b>

LEARNING OUTCOMES	
1.	Establish the biological and medical background knowledge necessary to understand the clinical significance of cytologic diagnoses and related ancillary tests
2.	Become proficient in screening of gynecologic and nongynecologic slides for rare findings, including developing the accuracy and speed expected by future employers
3.	Develop diagnostic accuracy and speed as expected by future employers
4.	Demonstrate professional and ethical standards of conduct within the medical laboratory

CERTIFICATION/LICENSURE	
<b>CERTIFICATION/LICENSURE</b>	ASCP Board of Certification Examination ( <a href="https://www.ascp.org/content/board-of-certification/">https://www.ascp.org/content/board-of-certification/</a> )

PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)	
<b>PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)</b>	The United States Department of Education requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure about whether each program

meets state educational requirements for initial licensure or certification. Following is this disclosure information for this program:

**The requirements of this program meet Certification/Licensure in the following states:**  
Alabama, Arizona, Colorado, Illinois, Washington, Wisconsin

**The requirements of this program do not meet Certification/Licensure in the following states:**  
Not applicable

**The requirements of this program have not been determined if they meet Certification/Licensure in the following states:**  
Alaska, Arkansas, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wyoming; District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

ACCREDITATION	
<b>ACCREDITATION</b>	Commission on Accreditation of Allied Health Education Programs <sup>1</sup>
	Accreditation status: Accredited. Next accreditation review: 2023.
<sup>1</sup>	On recommendation of the Cytotechnology Programs Review Committee, sponsored by the American Society of Cytology.

FARM & INDUSTRY SHORT COURSE	
<b>FARM &amp; INDUSTRY SHORT COURSE</b>	The Farm & Industry Short Course (FISC) ( <a href="http://fisc.cals.wisc.edu/">http://fisc.cals.wisc.edu/</a> ) is a 16-week, applied and hands-on education for people who want to develop or expand the skills needed to work in the agriculture industry. The University of Wisconsin–Madison has offered the program since 1885 and provided opportunities for generations of farmers and agribusiness owners to expand their career options. The credits earned are eligible for transfer to many four-year universities, tech colleges, and community colleges.
	Classes begin in late fall and end in early spring—timed to coordinate with the non-growing season in the Midwest. Courses are offered in the areas of soils, crops, dairy, meat animals, agricultural engineering, farm business planning, agri-business risk management, employee relations, and communications. Students in their first year will earn a Certificate in Foundations of Farm & Agribusiness Management ( <a href="http://guide.wisc.edu/nondegree/shortcourse/foundations-farm-management-certificate/">http://guide.wisc.edu/nondegree/shortcourse/foundations-farm-management-certificate/</a> ). ( <a href="https://fisc.cals.wisc.edu/prospective-students/courses-and-certificates/">https://fisc.cals.wisc.edu/prospective-students/courses-and-certificates/</a> ) This certificate serves as a prerequisite to returning for a second year to earn a certificate in one of the more specialized areas listed below.
	Participants are UW–Madison students in University Special student status. They live on campus, enjoy the benefits of being a UW–Madison student, and are encouraged to participate in campus groups, committees, and clubs—as well as athletic, social, and alumni events. Many extracurricular trainings, certifications, workshops, tours, and other



events are offered during the 16 weeks to provide students a more robust experience and further educational opportunities. A scholarship program is available. Current tuition, housing, and other fees are listed on the FISC webpage. (<https://fisc.cals.wisc.edu/prospective-students/tuition-housing-other-fees/>)

- Dairy Farm Management, Certificate (p. 39)
- Diversified Agricultural Operations, Certificate (p. 40)
- Farm and Equipment Operations, Certificate (p. 41)
- Foundations of Farm & Agribusiness Management, Certificate (p. 42)
- Management of Crops and Soils, Certificate (p. 44)
- Meat Animal Farm Management, Certificate (p. 45)
- Turfgrass Management, Certificate (p. 46)

## DAIRY FARM MANAGEMENT, CERTIFICATE

This specialty is designed for students wishing to pursue a dairy farming career or work within a dairy production operation. Students who complete this certificate will be able to apply scientific and management principles to running a dairy operation, including developing new solutions to fit demands and challenges, working creatively to make effective decisions and develop plans for future advances, and communicating effective management of dairy farm operations. They will also gain specialized knowledge and management plans for reproduction, nutrition, herd health, evaluation, and genetics of a dairy operation.

### HOW TO GET IN

#### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

##### Domestic Applicants:

- High School Diploma or GED required
- Involvement in agriculture-related activities
- Academic record
- Personal and professional goals
- Rank in the upper 80% of graduating class

There is no foreign language requirement.  
Returning adult students will receive special consideration.

##### International Applicants\*\*:

*(The following requirements are set forth by the guidelines for the J-1 VISA as well as by the FISC office and UW campus).*

- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale

- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that your most recent four years of education were taught primarily in the English language
- Completed Certification of Financial Support form.

#### APPLICATION PROCESS

Applications are available October 1 and close August 1 for domestic students for the upcoming academic year, and close June 1 for International applications. Applicants must mail an official high school or post-secondary transcript, depending upon the most recent school of attendance. (If a post-secondary transcript has fewer than 2 years of classwork reported, an applicant also must submit a high school transcript in addition to the post-secondary one.) International applicants must submit additional documents in order for their application to be considered complete as listed on the FISC International Students (<https://fisc.cals.wisc.edu/prospective-students/international-students/>) application page.

The online FISC application is hosted by the Adult Career and Special Student Services (ACSSS), Division of Continuing Studies, which admits all University Special students (which includes FISC). Applicants will submit an application following the process below. A committee in FISC reviews the application and makes the final admissions decisions.

3-step process:

Step 1: Create an account and apply via the University Special student application (<https://fisc.cals.wisc.edu/prospective-students/apply-now/>). Select "Farm and Industry Short Course" as the student classification.

Step 2: Mail all transcripts and additional application materials to:

Farm & Industry Short Course  
University of Wisconsin – Madison  
116 Agricultural Hall  
1450 Linden Drive  
Madison, WI 53706

Step 3: Optional but recommended: Apply for FISC Scholarships (<https://fisc.cals.wisc.edu/prospective-students/funding-your-education/>) before April 1 to receive priority consideration.

#### REQUIREMENTS

- Minimum of 12 credits and successful completion of all course requirements.
- Requires a GPA of 2.0 on all coursework.
- At least 12 program credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- At least 12 program credits must be earned while enrolled in this Certificate program.

Code	Title	Credits
FISC 134	Reproduction of Farm Animals	2
FISC 105	Dairy Cattle Selection and Evaluation	2
FISC 63	Dairy Herd Management	2
FISC 114	Ruminant Nutrition	2
FISC 133	Soil and Crop Nutrient Management	2
FISC 61	Dairy Herd Health	1

FISC 121	Agricultural Commodities Marketing	2
<b>Total Credits</b>		<b>13</b>

There is no foreign language requirement.  
Returning adult students will receive special consideration.

#### International Applicants\*\*:

(The following requirements are set forth by the guidelines for the J-1 VISA as well as by the FISC office and UW campus).

- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale
- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that your most recent four years of education were taught primarily in the English language
- Completed Certification of Financial Support form.

## LEARNING OUTCOMES

1. effective and professional oral and written communication skills.
2. the skills to apply scientific and management principles to running an agricultural operation, including developing new solutions to fit demands and challenges of both personnel and everyday processes.
3. the ability to think critically and innovatively, working creatively to make effective decisions and develop plans for future operational advances.
4. a global perspective, recognizing the importance and intersecting roles of farmers, food systems and urban and rural communities.
5. specialized knowledge in safety on agricultural operations and the capability to implement the safety guidelines in the operation.

## ADVISING AND CAREERS

Students are assigned an academic advisor at the 1st Year Orientation. Advisors and students will meet throughout the year to discuss program requirements and future career goals, as well as many other items. **Students are responsible for knowing academic requirements for graduation** and should consult with their advisor regularly. Students are encouraged to discuss with their advisor any possible changes of academic plans that may arise during the academic year.

## DIVERSIFIED AGRICULTURAL OPERATIONS, CERTIFICATE

This specialty is designed for students preparing for diversified farm management. Courses cover dairy, crops and soils, farm machinery, and meat animals to give an overview of a variety of content areas. Students who complete this certificate will be able to effectively communicate management options related to soil issues and general crop production, dairy and meat operations and the farm equipment industry, apply scientifically-based management principles related to successful dairy, meat, and crop production operations, and understand specialized knowledge of safety concerns on agricultural operations.

## HOW TO GET IN

### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

#### Domestic Applicants:

- High School Diploma or GED required
- Involvement in agriculture-related activities
- Academic record
- Personal and professional goals
- Rank in the upper 80% of graduating class

## APPLICATION PROCESS

Applications are available October 1 and close August 1 for domestic students for the upcoming academic year, and close June 1 for International applications. Applicants must mail an official high school or post-secondary transcript, depending upon the most recent school of attendance. (If a post-secondary transcript has fewer than 2 years of classwork reported, an applicant also must submit a high school transcript in addition to the post-secondary one.) International applicants must submit additional documents in order for their application to be considered complete as listed on the FISC International Students (<https://fisc.cals.wisc.edu/prospective-students/international-students/>) application page.

The online FISC application is hosted by the Adult Career and Special Student Services (ACSSS), Division of Continuing Studies, which admits all University Special students (which includes FISC). Applicants will submit an application following the process below. A committee in FISC reviews the application and makes the final admissions decisions.

#### 3-step process:

Step 1: Create an account and apply via the University Special student application (<https://fisc.cals.wisc.edu/prospective-students/apply-now/>). Select "Farm and Industry Short Course" as the student classification.

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116 Agricultural Hall  
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Madison, WI 53706

Step 3: Optional but recommended: Apply for FISC Scholarships (<https://fisc.cals.wisc.edu/prospective-students/funding-your-education/>) before April 1 to receive priority consideration.

## REQUIREMENTS

- Minimum of 12 credits and successful completion of all course requirements.
- Requires a GPA of 2.0 on all coursework.
- At least 12 program credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.

- At least 12 program credits must be earned while enrolled in this Certificate program.

Code	Title	Credits
FISC 140	Farm Machinery	2
FISC 134	Reproduction of Farm Animals	2
FISC 120	Meat Animal Evaluation & Marketing	2
FISC 142	Identification and Management of Agronomic Pests	3
Select at least three credits from the following:		3
FISC 114	Ruminant Nutrition	
FISC 101	Meat Animal Production I	
FISC 133	Soil and Crop Nutrient Management	
FISC 143	Farm Power	
<b>Total Credits</b>		<b>12</b>

## LEARNING OUTCOMES

1. effective and professional oral and written communication skills.
2. the skills to apply scientific and management principles to running an agricultural operation, including developing new solutions to fit demands and challenges of both personnel and everyday processes.
3. the ability to think critically and innovatively, working creatively to make effective decisions and develop plans for future operational advances.
4. a global perspective, recognizing the importance and intersecting roles of farmers, food systems and urban and rural communities.
5. specialized knowledge in safety on agricultural operations and the capability to implement the safety guidelines in the operation.

## ADVISING AND CAREERS

Students are assigned an academic advisor at the 1st Year Orientation. Advisors and students will meet throughout the year to discuss program requirements and future career goals, as well as many other items.

**Students are responsible for knowing academic requirements for graduation** and should consult with their advisor regularly. Students are encouraged to discuss with their advisor any possible changes of academic plans that may arise during the academic year.

## FARM AND EQUIPMENT OPERATIONS, CERTIFICATE

This specialty is designed for students preparing for employment in the farm equipment industry. Students who complete this certificate will be able to expand their skills through industry terminology expansion, understand the necessary management principles of running an agricultural operation, think innovatively in preparing for future operational advances, and apply specialized knowledge in the latest technology and applications to farm and equipment operations. Students who have earned this certificate have reported securing employment as farm equipment managers, farm mechanics, and managers of all farm equipment maintenance.

## HOW TO GET IN

### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

#### Domestic Applicants:

- High School Diploma or GED required
- Involvement in agriculture-related activities
- Academic record
- Personal and professional goals
- Rank in the upper 80% of graduating class

There is no foreign language requirement.

Returning adult students will receive special consideration.

#### International Applicants\*\*:

*(The following requirements are set forth by the guidelines for the J-1 VISA as well as by the FISC office and UW campus).*

- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale
- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that your most recent four years of education were taught primarily in the English language
- Completed Certification of Financial Support form.

### APPLICATION PROCESS

Applications are available October 1 and close August 1 for domestic students for the upcoming academic year, and close June 1 for International applications. Applicants must mail an official high school or post-secondary transcript, depending upon the most recent school of attendance. (If a post-secondary transcript has fewer than 2 years of classwork reported, an applicant also must submit a high school transcript in addition to the post-secondary one.) International applicants must submit additional documents in order for their application to be considered complete as listed on the FISC International Students (<https://fisc.cals.wisc.edu/prospective-students/international-students/>) application page.

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116 Agricultural Hall  
1450 Linden Drive  
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## REQUIREMENTS

- Minimum of 12 credits and successful completion of all course requirements.
- Requires a GPA of 2.0 on all coursework.
- At least 12 program credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- At least 12 program credits must be earned while enrolled in this Certificate program.

Code	Title	Credits
FISC 115	Agribusiness Feasibility Planning	1
FISC 133	Soil and Crop Nutrient Management	2
FISC 136	Agricultural Business Law	1
FISC 140	Farm Machinery	2
FISC 143	Farm Power	2
FISC 145	Precision Agricultural Technologies	2
<b>Select two credits from the following:</b>		<b>2</b>
FISC 21	Agricultural Sales	
FISC 23	Safe and Effective Uses of Pesticides in Agronomic Crops	
FISC 110	Livestock Housing	
FISC 142	Identification and Management of Agronomic Pests	
<b>Total Credits</b>		<b>12</b>

## LEARNING OUTCOMES

1. Develop effective and professional verbal, non-verbal, and written communication skills for personal and professional situations, including working with diverse audiences.
2. Apply scientific and management principles to running an agricultural operation, including developing new solutions to fit the demands and challenges of working and operating a farm or agribusiness in today's changing environment.
3. Build skills for thinking critically and innovatively, working creatively to make effective decisions and develop plans for future operational advances.
4. Integrate a global perspective of the agricultural industry, recognizing the importance and intersecting roles of farmers, food systems, urban and rural communities, and national and global markets.
5. Identify specialized knowledge in the latest technologies related to the agricultural industry and develop the capability to implement these in the operation.
6. Evaluate and design the sustainability of farm and agribusinesses by considering the economic, environmental, and social contexts.

## ADVISING AND CAREERS

Students are assigned an academic advisor at the 1st Year Orientation. Advisors and students will meet throughout the year to discuss program requirements and future career goals, as well as many other items.

**Students are responsible for knowing academic requirements for graduation** and should consult with their advisor regularly. Students are encouraged to discuss with their advisor any possible changes of academic plans that may arise during the academic year.

## FOUNDATIONS OF FARM & AGRIBUSINESS MANAGEMENT, CERTIFICATE

This certificate provides a broad-based introduction to farm operations and management, including agricultural business operations and communications, food systems, safety and health, crops, and soils, with the option to take additional electives as they are available. Students interested in additional experience may use this certificate as the prerequisite for one of six more advanced, specialty certificates in their second year.

## HOW TO GET IN

### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

#### Domestic Applicants:

- High School Diploma or GED required
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- Rank in the upper 80% of graduating class

There is no foreign language requirement.  
Returning adult students will receive special consideration.

#### International Applicants\*\*:

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- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale
- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that your most recent four years of education were taught primarily in the English language
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## APPLICATION PROCESS

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Step 3: Optional but recommended: Apply for FISC Scholarships (<https://fisc.cals.wisc.edu/prospective-students/funding-your-education/>) before April 1 to receive priority consideration.

## REQUIREMENTS

- Minimum of 12 credits and successful completion of all course requirements.
- Requires a GPA of 2.0 on all coursework.
- At least 12 program credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- At least 12 program credits must be earned while enrolled in this Certificate program.

Code	Title	Credits
<b>Specialty Certificate Core Requirements</b>		
FISC 49	Agricultural Weather and Climate	1
FISC 50	The Business of Agriculture	1
FISC 51	Business Principles of Agricultural Management	1
FISC 52	Agricultural Safety and Health	1
FISC 53	Agriculture Human Resources Management	1
FISC 54	Agribusiness Communications	2
FISC 55	Farm and Industry Short Course First-Year Seminar	1
FISC 57	Introduction to Soils	2
<b>Select 2 credits from any of the following:</b>		<b>2</b>

FISC 101	Meat Animal Production I
FISC 102	Meat Animal Production II
FISC 104	Grain Crops Production & Management
FISC 105	Dairy Cattle Selection and Evaluation
FISC 110	Livestock Housing
FISC 114	Ruminant Nutrition
FISC 115	Agribusiness Feasibility Planning
FISC 119	Introduction to Turfgrass Management
FISC 120	Meat Animal Evaluation & Marketing
FISC 121	Agricultural Commodities Marketing
FISC 133	Soil and Crop Nutrient Management
FISC 134	Reproduction of Farm Animals
FISC 136	Agricultural Business Law
FISC 140	Farm Machinery
FISC 142	Identification and Management of Agronomic Pests
FISC 143	Farm Power
FISC 145	Precision Agricultural Technologies
FISC 20	Introduction to Plant Science
FISC 21	Agricultural Sales
FISC 23	Safe and Effective Uses of Pesticides in Agronomic Crops
FISC 58	Forage Crops
FISC 59	Food Safety
FISC 61	Dairy Herd Health
FISC 63	Dairy Herd Management
FISC 71	Pasture Management
FISC 72	Pasture Based Dairy/Livestock - Business Start-up and Marketing
FISC 73	Pasture Based Dairy/Livestock - Managing the Business
FISC 75	Special Topics in FISC

## LEARNING OUTCOMES

1. Develop effective and professional verbal, non-verbal, and written communication skills for personal and professional situations, including working with diverse audiences.
2. Apply scientific and management principles to running an agricultural operation, including developing new solutions to fit the demands and challenges of working and operating a farm or agribusiness in today's changing environment.
3. Build skills for thinking critically and innovatively, working creatively to make effective decisions and develop plans for future operational advances.
4. Integrate a global perspective of the agricultural industry, recognizing the importance and intersecting roles of farmers, food systems, urban and rural communities, and national and global markets.
5. Identify specialized knowledge in the latest technologies related to the agricultural industry and develop the capability to implement these in the operation.



6. Evaluate and design the sustainability of farm and agribusinesses by considering the economic, environmental, and social contexts.

## ADVISING AND CAREERS

Students are assigned an academic advisor at the 1st Year Orientation. Advisors and students will meet throughout the year to discuss program requirements and future career goals, as well as many other items.

**Students are responsible for knowing academic requirements for graduation** and should consult with their advisor regularly. Students are encouraged to discuss with their advisor any possible changes of academic plans that may arise during the academic year.

## MANAGEMENT OF CROPS AND SOILS, CERTIFICATE

This specialty is designed for students interested in crops and soils-related areas. Students who complete this certificate will be able to communicate management options related to soil issues and successful crop production, think critically and innovatively, recognize the importance and intersecting roles of farmers and cropping systems, and understand specialized knowledge of safety related to farming. Alumni of the FISC program have reported securing employment as fertilizer and chemical managers for a co-op, crop scouts, and other positions related to production agriculture.

## HOW TO GET IN

### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

#### Domestic Applicants:

- High School Diploma or GED required
- Involvement in agriculture-related activities
- Academic record
- Personal and professional goals
- Rank in the upper 80% of graduating class

There is no foreign language requirement. Returning adult students will receive special consideration.

#### International Applicants\*\*:

*(The following requirements are set forth by the guidelines for the J-1 VISA as well as by the FISC office and UW campus).*

- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale
- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that

your most recent four years of education were taught primarily in the English language

- Completed Certification of Financial Support form.

## APPLICATION PROCESS

Applications are available October 1 and close August 1 for domestic students for the upcoming academic year, and close June 1 for International applications. Applicants must mail an official high school or post-secondary transcript, depending upon the most recent school of attendance. (If a post-secondary transcript has fewer than 2 years of classwork reported, an applicant also must submit a high school transcript in addition to the post-secondary one.) International applicants must submit additional documents in order for their application to be considered complete as listed on the FISC International Students (<https://fisc.cals.wisc.edu/prospective-students/international-students/>) application page.

The online FISC application is hosted by the Adult Career and Special Student Services (ACSSS), Division of Continuing Studies, which admits all University Special students (which includes FISC). Applicants will submit an application following the process below. A committee in FISC reviews the application and makes the final admissions decisions.

#### 3-step process:

Step 1: Create an account and apply via the University Special student application (<https://fisc.cals.wisc.edu/prospective-students/apply-now/>). Select "Farm and Industry Short Course" as the student classification.

Step 2: Mail all transcripts and additional application materials to:

Farm & Industry Short Course  
University of Wisconsin – Madison  
116 Agricultural Hall  
1450 Linden Drive  
Madison, WI 53706

Step 3: Optional but recommended: Apply for FISC Scholarships (<https://fisc.cals.wisc.edu/prospective-students/funding-your-education/>) before April 1 to receive priority consideration.

## REQUIREMENTS

- Minimum of 12 credits and successful completion of all course requirements.
- Requires a GPA of 2.0 on all coursework.
- At least 12 program credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- At least 12 program credits must be earned while enrolled in this Certificate program.

Code	Title	Credits
FISC 20	Introduction to Plant Science	2
FISC 121	Agricultural Commodities Marketing	2
FISC 133	Soil and Crop Nutrient Management	2
FISC 142	Identification and Management of Agronomic Pests	3
<i>Select at least one of the following courses:</i>		2
FISC 58	Forage Crops	
FISC 104	Grain Crops Production & Management	

Select at least one credit from the following:

7

FISC 21	Agricultural Sales
FISC 23	Safe and Effective Uses of Pesticides in Agronomic Crops
FISC 71	Pasture Management
FISC 115	Agribusiness Feasibility Planning
FISC 136	Agricultural Business Law
FISC 145	Precision Agricultural Technologies

Total Credits

12

## LEARNING OUTCOMES

1. Develop effective and professional verbal, non-verbal, and written communication skills for personal and professional situations, including working with diverse audiences.
2. Apply scientific and management principles to running an agricultural operation, including developing new solutions to fit the demands and challenges of working and operating a farm or agribusiness in today's changing environment.
3. Build skills for thinking critically and innovatively, working creatively to make effective decisions and develop plans for future operational advances.
4. Integrate a global perspective of the agricultural industry, recognizing the importance and intersecting roles of farmers, food systems, urban and rural communities, and national and global markets.
5. Identify specialized knowledge in the latest technologies related to the agricultural industry and develop the capability to implement these in the operation.
6. Evaluate and design the sustainability of farm and agribusinesses by considering the economic, environmental, and social contexts.

## ADVISING AND CAREERS

Students are assigned an academic advisor at the 1st Year Orientation. Advisors and students will meet throughout the year to discuss program requirements and future career goals, as well as many other items. **Students are responsible for knowing academic requirements for graduation** and should consult with their advisor regularly. Students are encouraged to discuss with their advisor any possible changes of academic plans that may arise during the academic year.

## MEAT ANIMAL FARM MANAGEMENT, CERTIFICATE

This specialty is intended to prepare students for a livestock farming career. Students who complete this certificate will be able to communicate effective management of meat animal operations, apply scientific and management principles to running a meat animal operation (including nutrition and reproductive management practices), make effective decisions and develop creative plans for future operational advances, and understand specialized knowledge related to food safety regulations and food quality. Alumni who have completed this certificate have reported securing employment as livestock herders, farm operators, meat processors and managers of a meat processing operation.

## HOW TO GET IN

### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

#### Domestic Applicants:

- High School Diploma or GED required
- Involvement in agriculture-related activities
- Academic record
- Personal and professional goals
- Rank in the upper 80% of graduating class

There is no foreign language requirement.  
Returning adult students will receive special consideration.

#### International Applicants\*\*:

*(The following requirements are set forth by the guidelines for the J-1 VISA as well as by the FISC office and UW campus).*

- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale
- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that your most recent four years of education were taught primarily in the English language
- Completed Certification of Financial Support form.

### APPLICATION PROCESS

Applications are available October 1 and close August 1 for domestic students for the upcoming academic year, and close June 1 for International applications. Applicants must mail an official high school or post-secondary transcript, depending upon the most recent school of attendance. (If a post-secondary transcript has fewer than 2 years of classwork reported, an applicant also must submit a high school transcript in addition to the post-secondary one.) International applicants must submit additional documents in order for their application to be considered complete as listed on the FISC International Students (<https://fisc.cals.wisc.edu/prospective-students/international-students/>) application page.

The online FISC application is hosted by the Adult Career and Special Student Services (ACSSS), Division of Continuing Studies, which admits all University Special students (which includes FISC). Applicants will submit an application following the process below. A committee in FISC reviews the application and makes the final admissions decisions.

#### 3-step process:

Step 1: Create an account and apply via the University Special student application (<https://fisc.cals.wisc.edu/prospective-students/apply-now/>). Select "Farm and Industry Short Course" as the student classification.

Step 2: Mail all transcripts and additional application materials to:

Farm & Industry Short Course  
University of Wisconsin – Madison  
116 Agricultural Hall  
1450 Linden Drive  
Madison, WI 53706

Step 3: Optional but recommended: Apply for FISC Scholarships (<https://fisc.cals.wisc.edu/prospective-students/funding-your-education/>) before April 1 to receive priority consideration.

## REQUIREMENTS

- Minimum of 12 credits and successful completion of all course requirements.
- Requires a GPA of 2.0 on all coursework.
- At least 12 program credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- At least 12 program credits must be earned while enrolled in this Certificate program.

Code	Title	Credits
FISC 134	Reproduction of Farm Animals	2
FISC 114	Ruminant Nutrition	2
FISC 101	Meat Animal Production I	2
FISC 102	Meat Animal Production II	2
FISC 120	Meat Animal Evaluation & Marketing	2
Complete at least 2 credits from the following list:		2
FISC 21	Agricultural Sales	
FISC 71	Pasture Management	
FISC 72	Pasture Based Dairy/Livestock - Business Start-up and Marketing	
FISC 73	Pasture Based Dairy/Livestock - Managing the Business	
FISC 110	Livestock Housing	
FISC 136	Agricultural Business Law	
FISC 133	Soil and Crop Nutrient Management	
FISC 115	Agribusiness Feasibility Planning	
<b>Total Credits</b>		<b>12</b>

## LEARNING OUTCOMES

1. effective and professional oral and written communication skills.
2. the skills to apply scientific and management principles to running an agricultural operation, including developing new solutions to fit demands and challenges of both personnel and everyday processes.
3. the ability to think critically and innovatively, working creatively to make effective decisions and develop plans for future operational advances.
4. a global perspective, recognizing the importance and intersecting roles of farmers, food systems and urban and rural communities.
5. specialized knowledge in safety on agricultural operations and the capability to implement the safety guidelines in the operation.

## ADVISING AND CAREERS

Students are assigned an academic advisor at the 1st Year Orientation. Advisors and students will meet throughout the year to discuss program requirements and future career goals, as well as many other items.

**Students are responsible for knowing academic requirements for graduation** and should consult with their advisor regularly. Students are encouraged to discuss with their advisor any possible changes of academic plans that may arise during the academic year.

## TURFGRASS MANAGEMENT, CERTIFICATE

This specialty is designed for students already employed, or wishing to pursue a career or work within the turfgrass industry. Students who complete this certificate will be able to communicate scientific management principles related to soil quality and nutrient needs, identify pest management options, and think critically and innovatively for effective management of turfgrass production. This certificate is ideal for students interested in golf course management or other areas of the turfgrass industry.

## HOW TO GET IN

### ADMISSION ELIGIBILITY CRITERIA

Admission decisions are made using a holistic approach with consideration of, but not limited to: an applicant's cumulative GPA, class rank, activities, leadership roles, academic progress as reflected on an official transcript, etc. Below are eligibility criteria and considerations:

#### Domestic Applicants:

- High School Diploma or GED required
- Involvement in agriculture-related activities
- Academic record
- Personal and professional goals
- Rank in the upper 80% of graduating class

There is no foreign language requirement.  
Returning adult students will receive special consideration.

#### International Applicants\*\*:

*(The following requirements are set forth by the guidelines for the J-1 VISA as well as by the FISC office and UW campus).*

- Degree or professional certificate from a foreign, post-secondary academic institution AND one year minimum of prior, ag-related work experience acquired outside of the United States, OR five years minimum of prior, ag-related work experience acquired outside of the United States
- Minimum of a 2.0 cumulative GPA on a 4.0 scale
- Proficiency in the English language, as demonstrated by a TOEFL score of 550 or higher, or IELTS score of 7 or higher, OR proof that your most recent four years of education were taught primarily in the English language
- Completed Certification of Financial Support form.

## APPLICATION PROCESS

Applications are available October 1 and close August 1 for domestic students for the upcoming academic year, and close June 1 for International applications. Applicants must mail an official high school or post-secondary transcript, depending upon the most recent school of attendance. (If a post-secondary transcript has fewer than 2 years of classwork reported, an applicant also must submit a high school transcript in addition to the post-secondary one.) International applicants must submit additional documents in order for their application to be considered complete as listed on the FISC International Students (<https://fisc.cals.wisc.edu/prospective-students/international-students/>) application page.

The online FISC application is hosted by the Adult Career and Special Student Services (ACSSS), Division of Continuing Studies, which admits all University Special students (which includes FISC). Applicants will submit an application following the process below. A committee in FISC reviews the application and makes the final admissions decisions.

3-step process:

Step 1: Create an account and apply via the University Special student application (<https://fisc.cals.wisc.edu/prospective-students/apply-now/>). Select "Farm and Industry Short Course" as the student classification.

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Madison, WI 53706

Step 3: Optional but recommended: Apply for FISC Scholarships (<https://fisc.cals.wisc.edu/prospective-students/funding-your-education/>) before April 1 to receive priority consideration.

## REQUIREMENTS

- Minimum of 12 credits and successful completion of all course requirements.
- Requires a GPA of 2.0 on all coursework.
- At least 12 program credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison.
- At least 12 program credits must be earned while enrolled in this Certificate program.

Code	Title	Credits
FISC 23	Safe and Effective Uses of Pesticides in Agronomic Crops	1
FISC 119	Introduction to Turfgrass Management	2
FISC 122	Turfgrass Nutrient Management	2
FISC 123	Turfgrass Integrated Pest Management	2
FISC 124	Turfgrass Irrigation and Drainage	1
FISC 143	Farm Power	2
<b>Select at least two credits from the following:</b>		<b>2</b>
FISC 20	Introduction to Plant Science	
FISC 21	Agricultural Sales	
FISC 49	Agricultural Weather and Climate	

FISC 53	Agriculture Human Resources Management
FISC 54	Agribusiness Communications
FISC 115	Agribusiness Feasibility Planning
FISC 140	Farm Machinery
FISC 145	Precision Agricultural Technologies
<b>Total Credits</b>	<b>12</b>

## LEARNING OUTCOMES

1. Communicate effectively about management of turfgrass operations, including command of terminology specific to the turfgrass industry.
2. Apply scientific and management principles to turfgrass management, including developing new solutions to fit demands and challenges.
3. Think critically and innovatively, and work creatively to make effective decisions and develop plans for future changes and advances.
4. Demonstrate a global perspective, recognizing the importance and intersecting roles of turfgrass managers, urban/suburban ecosystems, the environment, and communities.
5. Relate specialized knowledge in the latest technology and applications to turfgrass management.

## ADVISING AND CAREERS

Students are assigned an academic advisor at the 1st Year Orientation. Advisors and students will meet throughout the year to discuss program requirements and future career goals, as well as many other items.

**Students are responsible for knowing academic requirements for graduation** and should consult with their advisor regularly. Students are encouraged to discuss with their advisor any possible changes of academic plans that may arise during the academic year.

## GUEST AUDITOR

If you do not have interest in or need to earn college credit, but want to attend a university class on campus, guest auditing may be for you. The opportunity is only for lecture courses with the instructor's approval and if space is available. Established by Wisconsin law and Board of Regents policy, the tuition is reduced or waived depending on the type of guest auditor. There are two types:

1. Senior Guest Auditors are Wisconsin residents age 60 and older. Tuition is waived.
2. A Guest Auditor is any student who is not currently enrolled in a degree program or does not plan to pursue a degree. Tuition for Guest Auditors (<https://bursar.wisc.edu/tuition-and-fees/tuition-rates/>) is set at approximately 30% of the University Special/Undergraduate student tuition rate (and approximately 50% for non-Wisconsin residents).
  - Disabled persons receiving SSI and SSDI may qualify for a tuition waiver under UW Board of Regents policy. See How to Get In (p. 48).

## COURSE SELECTION

Auditing is defined as sitting in on a lecture course and not actively participating. Auditors may not recite, perform, or take examinations,

although regular attendance is expected. Courses that by their nature require active participation or performance are **not** available on a Guest Auditor basis.

Classes typically **not** available to audit are physical education activity classes, conversational languages, studio and performing arts, writing, math, computer, and lab courses, Independent Study, Directed Study, and other courses ending from -90 to -99, seminar, research, and colloquium courses.

## GRADING FOR AUDITORS

Audited courses are listed on a student's official UW–Madison transcript with "AU" in place of number of credits and either "S" (satisfactory) or "NR" (no report) listed for the "grade." Prior to enrolling, Guest Auditors discuss with the instructor the standard for earning an "S" in the particular course.

## HOW TO GET IN

### SENIOR GUEST AUDITOR ADMISSION

If you are a Wisconsin resident, 60 years or older, and wish to qualify for tuition-free status, apply using the University Special student online application (<https://acsss.wisc.edu/apply/>) at least three weeks before the start of the term. UGSR is the designation on the admissions application and course roster.

### GUEST AUDITOR ADMISSION

At least three weeks before the start of the term, apply using the University Special student online application (<https://acsss.wisc.edu/apply/>). UGST is the designation on the admissions application and course roster.

**Disabled persons receiving SSI and SSDI:** Wisconsin residents receiving SSI or SSDI and intending to enroll as a Guest Auditor may qualify for a tuition waiver under UW Board of Regents policy. Visit <https://acsss.wisc.edu/guest-auditors/> for detailed instructions.

## HIGH SCHOOL STUDENTS

Qualified high school juniors or seniors may apply for admission as University Special students to become eligible to enroll in a course at UW–Madison. A minimum high school GPA of 3.000 overall and in the most recent semester is required. Additional requirements include recommendations from high school personnel and academic qualification for the course(s) of interest. Students planning to participate in Wisconsin's Early College Credit Program must meet the program's eligibility rules, deadlines, and procedural requirements.

Enrollment in a course is contingent on satisfaction of course prerequisites and the availability of space after the needs of all degree-seeking students are fully satisfied. This is determined at the start of the semester.

Interested students should review the details regarding the options for high school students provided on the ACSSS website (<https://acsss.wisc.edu/high-school/>) and meet with their high school guidance counselor to determine if taking a university course is a sound academic choice.

## HOW TO GET IN

### ADMISSION

Qualified high school juniors and seniors who intend to pursue admission as University Special students must review and complete the required application steps on the ACSSS website (<https://acsss.wisc.edu/high-school/>). Before applying, interested students should review the details regarding the options for high school students are provided on the ACSSS website (<https://acsss.wisc.edu/high-school/>) and meet with their high school guidance counselor to determine if taking a university course is a sound academic choice.

## OTHER

Individuals who wish to enroll in a credit course, are not currently in a degree program at UW–Madison, and do not fit the other types of University Special students may qualify for one of the classifications below.

### PRESELECTED BY A DEPARTMENT OR PROGRAM

Students in this classification have been selected to participate by a department in a specific course, seminar, institute, or workshop for credit. Admission requirements are established by the program or department, which makes the final admissions decision. These students are assessed tuition at the undergraduate student rate (Wisconsin resident or nonresident) unless a course has a nonstandard tuition rate. Enrollment is for one term only for the specific course or program. Students who wish to be considered for enrollment in a subsequent term must contact the Adult Career and Special Student Services office to request a change of classification based on their academic plans or goals.

### OTHERS/ONE TERM ONLY

University Special students typically require one of the following: (1) hold a baccalaureate degree, (2) are currently a degree student in good standing at another college, (3) are selected for a course, program, institute, or Capstone Certificate, or (4) are a high school student in the early college credit program. There may be unique needs or circumstances that allow a student to qualify for admission without satisfying any of these requirements. For consideration, a conversation with an advisor who approves admission is necessary. **Note:** Individuals who have been denied admission or missed the undergraduate admissions application deadline are not eligible for admission as a University Special student.

### FULL-TIME ESL PROGRAM

The Intensive English Program (IEP) (<https://esl.wisc.edu/intensive-english/>) at UW–Madison provides quality academic instruction to adults who wish to improve their proficiency in English. IEP offers full-time, 15-week programs in the Fall and Spring semesters and an 8-week Summer program. The classes range from lower-intermediate (A2) to advanced level (C1). Beginning-level instruction (A1) is not offered. IEP participants are admitted as UW–Madison students in University Special student status.



## HOW TO GET IN

### PRESELECTED BY A DEPARTMENT OR PROGRAM

Admission requirements are established by the department and program, which screens prospective students and provides information regarding the steps to complete an application for admission. The steps will include completion of a University Special student application (<https://acsss.wisc.edu/apply/>), in addition to any specific program or department requirements. UNPS is the designation on the admissions application and course roster.

Once admitted to the university, enrollment instructions which are customized for the department or program with specific course numbers are provided to the student.

### OTHERS/ONE TERM ONLY

Prospective students who have consulted with an advisor and received support for admission in this classification, apply using the University Special students application (<https://acsss.wisc.edu/apply/>)—indicating their academic goal and name of the advisor. Applying at least one month before the start of the term is recommended as it takes one to two weeks to review and process an application. UNOS is the designation on the admissions application and course roster.

### FULL-TIME ESL PROGRAM

IEP considers applicants for admission each term: fall, spring, or summer. View the ESL website (<https://esl.wisc.edu/intensive-english/>) for admission requirements and application information.

## POST-BACCALAUREATE COURSE

Individuals who wish to enroll in a credit course, have at least a baccalaureate degree, and are not currently in a degree program at UW–Madison are eligible for admission as a University Special student in one of the two classifications listed below. These students are assessed tuition at the undergraduate student rate (Wisconsin resident or nonresident) unless a course has a nonstandard tuition rate. *Note:* Grades earned as a University Special student will not change a previous cumulative undergraduate or graduate degree GPA earned at UW–Madison, including if a course is repeated.

### PROFESSIONAL OR PERSONAL ENRICHMENT (UNDS) – THIS INCLUDES:

- teachers, social workers, and others seeking enrollment for professional development
- graduate students from other US colleges and universities
- individuals seeking personal enrichment
- individuals wishing to explore an interest for further study
- students graduating and who wish to enroll in a course in the next term

### PREPARATION FOR ADMISSION TO GRADUATE OR PROFESSIONAL SCHOOL (UNRS)—THIS INCLUDES:

- individuals needing to complete required courses prior to applying to a graduate or professional school
- individuals who have been advised by the graduate program to begin their studies as a University Special student. (Consult with

the graduate coordinator regarding the policy on whether the credits earned may apply eventually toward a graduate degree.)

## HOW TO GET IN

### ADMISSION

There is no application fee. Apply by using the University Special student Application (<https://acsss.wisc.edu/apply/>) at least one month before the start of the term as it can take one to two weeks to review and process an application. An official transcript is typically not needed.

University Special students admitted in the UNDS and UNRS classifications are eligible to enroll in any course for which they are qualified or receive instructor permission, if there is space available. This includes both undergraduate and graduate level courses. Undergraduate courses at UW–Madison are numbered 100 to 699. Graduate level courses number 300 to 999.

## UNDERGRADUATE/SPECIAL STUDENT CERTIFICATES

### Certificates started as an undergraduate and finished as a Special student

This certificate is intended to be completed in the context of an undergraduate degree and for those seeking this certificate that is preferred. For students who have substantially completed this certificate at UW–Madison (at least 12 credits) and may need one or two courses to complete the certificate, they may do so immediately after completion of the bachelor's degree by enrolling in the course as a University Special (nondegree) student. The certificate must be completed within a year of completion of the bachelor's degree. Students should keep in mind that University Special students have the last registration priority and that may limit availability of desired courses. Financial aid is not available when enrolled as a University Special student to complete an undergraduate certificate.

- Archaeology (<http://guide.wisc.edu/undergraduate/letters-science/anthropology/archaeology-certificate/>)
- Computer Sciences (<http://guide.wisc.edu/undergraduate/letters-science/computer-sciences/computer-sciences-certificate/>) (May not be earned if applicant has a degree in computer sciences or electrical and computer engineering)
- Criminal Justice (<http://guide.wisc.edu/undergraduate/letters-science/center-law-society-justice/criminal-justice-certificate/>)
- Dance (<http://guide.wisc.edu/undergraduate/education/dance/dance-studies-certificate/>) Studies
- East Asian Studies (<http://guide.wisc.edu/undergraduate/letters-science/institute-regional-international-studies/east-asian-studies-certificate/>)
- Graphic Design (<http://guide.wisc.edu/undergraduate/education/art/graphic-design-certificate/>)
- Mathematics (<http://guide.wisc.edu/undergraduate/letters-science/mathematics/mathematics-certificate/>)
- Religious Studies (<http://guide.wisc.edu/undergraduate/letters-science/religious-studies/religious-studies-certificate/>)

## Certificates that can be completed as an undergraduate or a Special student

This certificate may be completed within the context of an undergraduate degree or as a Special student after an undergraduate degree has been awarded from any institution. The certificate may be completed in its entirety while enrolled as a Special student. Candidates are encouraged to contact the certificate coordinator to discuss course enrollment and the sequencing of certificate requirements.

- American Indian Studies (<http://guide.wisc.edu/undergraduate/letters-science/american-indian-studies/american-indian-studies-certificate/>)
- Education and Educational Services (<http://guide.wisc.edu/undergraduate/education/educational-psychology/education-educational-services-certificate/>)
- Educational Policy Studies (<http://guide.wisc.edu/undergraduate/education/educational-policy-studies/educational-policy-studies-certificate/>)
- Gender and Women's Studies (<http://guide.wisc.edu/undergraduate/letters-science/gender-womens-studies/gender-womens-studies-certificate/>)
- German (<http://guide.wisc.edu/undergraduate/letters-science/german-nordic-slavic/german-certificate/>)
- Introductory Studies in Dance/Movement Therapy (<http://guide.wisc.edu/undergraduate/education/dance/introductory-studies-dance-movement-therapy-certificate/>)
- Pilates (<http://guide.wisc.edu/undergraduate/education/dance/pilates-certificate/>)
- Art Studio (<http://guide.wisc.edu/undergraduate/education/art/art-studio-certificate/>)
- Teaching English to Speakers of Other Languages (<http://guide.wisc.edu/undergraduate/letters-science/english/teaching-english-speakers-other-languages-certificate/>)

## VISITING INTERNATIONAL

UW–Madison welcomes international undergraduate, graduate, and post-graduate students to study at UW–Madison for one or more terms as a University Special student. University Special students take regularly scheduled courses for credit which are displayed on an official student record, but are not currently earning a degree from UW–Madison. There are four main categories with different learning goals and admissions pathways.

### FORMAL EXCHANGE PROGRAM

The program is available to students attending a university abroad which has a formal exchange agreement with UW–Madison. Students work directly with their home university's exchange/study abroad office for the admissions and enrollment procedures. The four exchange offices at UW–Madison are:

- Business Exchange (<https://bus.wisc.edu/current-student-resources/bba/study-abroad/incoming-exchange-students/>)
- Engineering Exchange (<https://studyabroad.wisc.edu/exchange/>)
- International Academic Programs (<https://studyabroad.wisc.edu/exchange/>)
- Law Exchange (<http://www.law.wisc.edu/academics/international/foreignex.htm>)

All formal exchange students except those pursuing law studies are admitted by the Adult Career and Special Student Services (ACSSS) office, which also serves as the academic dean's office.

### VISITING INTERNATIONAL STUDENT PROGRAM (VISP)

The program is available to international students who wish to study at UW–Madison for one or more semesters or a summer term—and are not part of a formal exchange program. The Visiting International Student Program (VISP) participants are admitted by ACSSS. Details about the program, admissions criteria, and student experience are provided at the VISP webpage (<https://visp.wisc.edu/>).

### CAPSTONE CERTIFICATE PROGRAM

Capstone certificates reflect a focused collection of graduate-level courses which allow students with a bachelor's degree to obtain additional professional skills and certification. Capstone programs do not lead to the conferral of a degree, but do appear on a student's UW–Madison transcript. The availability of a capstone certificate program to an international student varies as follows:

- The 100% online programs are available to international students who remain abroad.
- Students already in the US on another visa type (e.g. J–1 scholar, J–2 dependent, H1B) may be eligible for admission to any of the capstone certificate programs.
- Full-time programs on the university campus require international students to hold an F–1 or J–1 visa to study legally in the United States. The programs approved by the US government for F–1 or J–1 visas include Actuarial Science (p. 5), Communication Sciences & Disorders (p. 16), Geographic Information Systems (GIS) Fundamentals (p. 23), and Computer Sciences. (p. 18)

A comprehensive list with details about program content, admissions criteria, and the application process is available at the Types of Study (p. 5) page.

### ENGLISH AS A SECOND LANGUAGE

The Intensive English Program (IEP) (<https://esl.wisc.edu/intensive-english/>) at UW–Madison provides quality academic instruction to adults who wish to improve their proficiency in English. IEP offers full-time, 15-week programs in the fall and spring semesters and an 8-week Summer program. The classes range from lower-intermediate (A2) to advanced level (C1). Beginning-level instruction (A1) is not offered. IEP participants are admitted as UW–Madison students in University Special student status. Further details about the program content, admissions criteria, and the application process are available at the Types of Study (p. 48) page and the IEP website (<https://esl.wisc.edu/intensive-english/>).

## HOW TO GET IN

### FORMAL EXCHANGE PROGRAM

Students who wish to come to UW–Madison on a formal exchange program must work directly with their home school's exchange/study abroad office to review application deadlines and admissions requirements (including TOEFL score). The exchange coordinator will provide participating students with a direct link to the application which is appropriate for the UW–Madison program. Students seeking admission in the three programs listed here will be admitted as a University Special student with the designation of UNIS on the application and the class roster.

- International Academic Programs (<http://www.studyabroad.wisc.edu/incoming.html>)
- International Programs at the School of Business (<https://bus.wisc.edu/degrees-programs/international-programs/exchange-students/>)
- International Engineering Studies & Programs (<https://studyabroad.wisc.edu/exchange/>)

## VISITING INTERNATIONAL STUDENT PROGRAM (VISP)

Any international student who has completed at least one semester of college/university study and meets language proficiency requirements (TOEFL: minimum 80 iBT/550 PBT; IELTS: minimum of 6.5) may apply. Applicants do not need to be currently enrolled in an educational institution. Students should apply at least three months before the intended start date at UW–Madison in order to complete the entire admission process and visa application (which may require many months to complete). A limited number of spots are available in VISP each semester, so applying early provides the best consideration.

Students are admitted in one of three levels which determines the minimum credit load requirements:

**Undergraduate level students:** completed at least one semester of college/university study and will not have completed their degree before arriving in Madison. Students must be in good academic standing with a minimum grade point average (GPA) equivalent at home university of a 3.0 on a 4.0 scale. *UIUL* is the designation on the admissions application and course roster.

**Graduate level students:** completed an undergraduate degree and may or may not have started a graduate program. *UIGL* is the designation on the admissions application and course roster.

**Dissertator-level students:** completed all graduate coursework and are currently working on a dissertation, or have completed a Ph.D. No additional requirements apply for students in these classifications. *UIDL* is the designation on the admissions application and course roster.

**To apply:** Students must review eligibility requirements and then follow the application process outlined at the VISP website (<http://www.visp.wisc.edu/apply.htm>). VISP coordinators will assist with each step of the process. The coordinators will send an email to confirm the application has been received and to provide details on next steps.

## VISITING UNIVERSITY STUDENTS

Students who are undergraduates in good standing at another U.S. college or university are eligible for admission as a University Special student. They are admitted with the understanding that they will either return to their primary institution or attend another university after one term at UW–Madison. Visiting undergraduates are assessed tuition at the undergraduate student rate (Wisconsin resident or nonresident) unless a course has a nonstandard tuition rate.

Visiting undergraduates are admitted for one term only. Those with extenuating circumstances or particular academic needs may appeal to attend UW–Madison for consecutive terms. The appeal must include a statement of support from a dean at the home institution.

It is the visiting student's responsibility to work out a credit transfer plan with the advisor at the college or university which will confer their undergraduate degree. There is no guarantee that credits earned at

UW–Madison will apply toward fulfilling degree requirements at another university.

## HOW TO GET IN

There is no application fee. Apply using the University Special student application (<https://acsss.wisc.edu/apply/>) at least one month before the start of the term as it can take two to three weeks to review and process an application. UNVS is the designation on the application and course roster. As a visiting undergraduate, a transcript from the home college or university is required to confirm the admissions criteria of good standing and 2.0 minimum GPA are met. The transcript may be sent via email to [advising@dcs.wisc.edu](mailto:advising@dcs.wisc.edu) or faxed to 608-265-2901. (Recent high school graduates without a college record must submit a high school transcript.)

**Recent high school graduates or graduating seniors** who have been admitted and will enroll at another college or university as an undergraduate may apply for visiting undergraduate status for the summer term or semester following high school graduation. It is the student's responsibility to make sure this is permitted by the college to be entered in the next term. To be admitted as a visiting student without a college record, students must have a minimum 3.0 cumulative GPA in high school. Graduating high school seniors who will enroll as undergraduates at UW–Madison in the fall term and wish to begin their studies in the summer term must contact the Office of Admissions and Recruitment (<https://www.admissions.wisc.edu/>) to change their admission term from fall to summer.

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