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# NONDEGREE/VISITING STUDENT GUIDE

Content in the Nondegree/Visiting Student Guide applies to all University Special (nondegree) students. University Special students enroll in UW–Madison credit courses but are not in degree status.

There are several categories of Special students, each with distinct educational goals, admission criteria, enrollment policy, and fee structures. 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.

Adult Career and Special Student Services (<https://acsss.wisc.edu/>) (ACSSS), a unit in the Division of Continuing Studies (<https://continuingstudies.wisc.edu/>), is the admitting, advising, and academic dean's office for University Special students.

## TYPES OF STUDY

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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 the student's 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/>).

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.

- Apply via the University Special Student application (<https://acsss.wisc.edu/apply/>)

### 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 be calculated in the final undergraduate degree GPA. 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/student-grades/>) 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 enrolled in, 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 #11101. 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 #11101. 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 (<https://conduct.students.wisc.edu/>).

## 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, 608-263-5701 or [conduct@studentlife.wisc.edu](mailto:conduct@studentlife.wisc.edu).

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 (<https://doso.students.wisc.edu/>), 608-263-5700, Room 70 Bascom Hall.

## 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:

PLACE: Professional Learning and Community Education (<https://education.wisc.edu/outreach/>) (School of Education)

Interdisciplinary Professional Programs (<https://interpro.wisc.edu/>) (College of Engineering)

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/claw/>)

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. The Faculty Senate approves an academic calendar which spans a future five-year period.

## 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://acsss.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)
- Applied Engineering Management, Capstone Certificate (p. 10)
- Clinical and Health Informatics, Capstone Certificate (p. 11)
- Clinical Nutrition, Capstone Certificate (p. 12)
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- Spanish-English Bilingual-Bicultural Education, Capstone Certificate (p. 38)
- User Experience Design, Capstone Certificate (p. 40)

## 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://acsss.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://business.wisc.edu/graduate/actuarial-science-capstone/#about>).

## 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://business.wisc.edu/graduate/actuarial-science-capstone/#admissions>) 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, 5252 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://business.wisc.edu/graduate/actuarial-science-capstone/#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://acs.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

## 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. 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 using R and Python platforms. Current degree seeking students (undergraduate or graduate) are not eligible to enroll in these courses.

## 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: July 31

Spring Deadline: December 15

Applicants must possess the following:

- Earned bachelor's degree, PharmD, or equivalent
- Recommended cumulative GPA # 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?

### 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 - Attach these documents to the application portal as prompted by the system.
3. Current resume/CV - Attach this document to the application portal as prompted by the system
4. 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

#### 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

**Total Credits** **12**

### 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.

## POLICIES

### CAPSTONE CERTIFICATE SPECIFIC POLICIES

#### PRIOR COURSEWORK

No graduate work from other institutions is accepted.

#### PROBATION

This program adheres to the following probation policy:

1. Students are considered to be in "Good Standing" if they earn a C or higher in all program courses.
2. Students are considered to be in "Probationary Standing" if they earn less than a C in one or more program courses during a semester. These students will be permitted to enroll, but they will have a specific plan in place that specifies continuation or removal of probationary status based on future course grades.
3. Students are considered to be in "Unsatisfactory Standing" if they have an overall GPA of less than 2.0 or if they have earned less than a C in 4 or more credits of the program's courses. These students will not be permitted to enroll and will face dismissal from the program.

## 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.

## APPLIED ENGINEERING MANAGEMENT, CAPSTONE CERTIFICATE

Applied Engineering Management is a fully online curriculum designed to enable engineers to successfully lead technical teams. It incorporates fundamental applied management skills such as leadership, data-driven decision-making, and economic analysis for managers. This Certificate can be a standalone credential or a stepping stone to the Master's degree in Engineering Management, for qualified students.

## HOW TO GET IN

### APPLICANT REQUIREMENTS

- B.S. degree in engineering from an ABET-approved program.\*
- Minimum undergraduate grade point average (GPA) of 2.75 on the equivalent of the last 60 semester hours (approximately two years of work). Applicants from an international institution must have a strong academic performance comparable to a 2.75 for an undergraduate degree. All GPAs are based on a 4.0 scale.
- GRE: Not required but may be considered if available.
- Applicants whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<https://grad.wisc.edu/apply/requirements/#english-proficiency>).

\*Interested applicants with B.S. degrees in related fields should contact the Graduate Academic Advisor for more specific admission information at [gradadmissions@interpro.wisc.edu](mailto:gradadmissions@interpro.wisc.edu). For further details about the program, please see the program website.

### ADMISSION

Applications are accepted for admission to all three terms (fall, spring, summer).

Fall deadline: July 1

Spring deadline: November 1

Summer deadline: May 1

### 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: Applied Engineering Management. This application is received and processed by Adult Career and Special Student Services with final decision held for approval from the specific capstone certificate coordinator.
2. Submit the following materials to [gradadmissions@interpro.wisc.edu](mailto:gradadmissions@interpro.wisc.edu):
  - Resume/CV that includes educational history and professional experience
  - Transcripts of all previous college work
  - Three letters of recommendation submitted by the recommender. Use this recommendation form (<https://uwmadison.box.com/s/104t5ce1rvo4qaccsbepe1qlwhd1sakw/>).
3. Complete a phone interview, scheduled after all application materials are received.
4. After a decision has been made, the Graduate Academic Advisor will contact you by email to inform you of the decision and inform you of next steps.

## REQUIREMENTS

The curriculum is 9 credits from the following courses. 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 610	Engineering Analysis for Decision Making	3
E P D 611	Engineering Economics and Management	3
E P D 710	Foundations of Engineering Leadership	2
Select one of the following		1
E P D 701	Writing for Professionals	
E P D 702	Professional Presentations	
E P D 712	Ethics for Professionals	
E P D/GEN BUS/OTM 784	Project Management Essentials	
<b>Total Credits</b>		<b>9</b>

## 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. Assess foundational engineering management and leadership qualities/skills.
2. Evaluate nuances of financial decision making and capital budgeting.
3. Apply data analysis tools and decision-making methodology to engineering applications.
4. Implement a plan to intentionally grow skillset in one engineering management area: project management, communications or ethics.

## CLINICAL AND HEALTH INFORMATICS, CAPSTONE CERTIFICATE

This 9-credit online certificate provides students with an interdisciplinary approach to develop innovative solutions and improve current practices in healthcare operations, decision-making, policy, clinical practice, biomedical and health information systems, and data security.

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. This 9-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 a final decision held for approval by the Administrative Program Director for Clinical & Health Informatics.

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 the 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: January 1st

Summer Term: May 1st

Fall Term: August 1st

## REQUIREMENTS

### CURRICULAR REQUIREMENTS

Overall Graduate GPA Requirement: 3.00

- Only courses used for CC-CHI completion count toward overall GPA calculation.

Required Coursework: Students must complete at least 9 credits of coursework. Choose 3-5 courses from the following list:

Code	Title	Credits
B M I 573	Foundations of Data-Driven Healthcare	3
E P D 706	Change Management	1
I S Y E 557	Human Factors Engineering for Healthcare Systems	3
NURSING 702	Health Promotion and Disease Prevention in Diverse Communities	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 <sup>1</sup>	3
PHM PRAC 617	Health System Pharmacy Data Analysis and Informatics	2
POP HLTH 709	Translational and Outcomes Research in Health and Health Care	3
POP HLTH 795	Principles of Population Health Sciences <sup>1</sup>	3

Students in this program may not take courses outside the prescribed curriculum without faculty advisor and program director approval. Students in this program cannot enroll concurrently in other undergraduate, graduate, or certificate programs.

<sup>1</sup>

POP HLTH 795 Principles of Population Health Sciences and OTM 753 Healthcare Operations Management 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 # 3.0 (on 4.0 scale)
- Completed Didactic Program in Dietetics **or** the following prerequisite courses (must be equivalent to the courses listed from UW Madison):
  - **General Chemistry**
    - (CHEM 103 General Chemistry I and CHEM 104 General Chemistry II)
  - 2 courses in Biological Sciences
    - BIOLOGY/ZOOLOGY 101 Animal Biology and ZOOLOGY/BIOLOGY 102 Animal Biology Laboratory and MICROBIO 101 General Microbiology and MICROBIO 102 General Microbiology Laboratory or
    - ZOOLOGY/BIOLOGY/BOTANY 151 Introductory Biology and MICROBIO 101 General Microbiology and MICROBIO 102 General Microbiology Laboratory
  - **Organic Chemistry**
    - (CHEM 341 Elementary Organic Chemistry or
    - CHEM 343 Organic Chemistry I)
  - **Biochemistry**
    - (BIOCHEM 301 Survey of Biochemistry or
    - BIOCHEM 501 Introduction to Biochemistry or
    - BIOCHEM 507 General Biochemistry I and BIOCHEM 508 General Biochemistry II
  - **Physiology**
    - ANAT&PHY 335 Physiology
  - **Statistics**
    - STAT 371 Introductory Applied Statistics for the Life Sciences or
    - STAT 301 Introduction to Statistical Methods or
    - PSYCH 210 Basic Statistics for Psychology
    - C&E SOC/SOC 360 Statistics for Sociologists I
  - **Human Nutrition**
    - NUTR SCI 332 Human Nutritional Needs
  - **Clinical Nutrition**
    - NUTR SCI 631 Clinical Nutrition I and NUTR SCI 632 Clinical Nutrition II

Student may check course equivalency to UW Madison via Transferology (<https://www.transferology.com/>).

#### 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/>):

- Official transcripts from all colleges/ universities attended
- Brief essay describing your reasons for applying and your career goals
- 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  
[mlschuchardt@wisc.edu](mailto:mlschuchardt@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

Code	Title	Credits
Choose 9 credits from the following courses:		
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
NUTR SCI 655	Nutrition in Aging	3
NUTR SCI 657	Management in Dietetics	3
NUTR SCI 670	Nutrition and Dietetics Practicum I	3
NUTR SCI 671	Nutrition and Dietetics Practicum II	3
NUTR SCI 710	Human Energy Metabolism	2
NUTR SCI 711	Personalized Nutrition: Genetics, Genomics, and Metagenomics	1
NUTR SCI 715	Micronutrients: Human Physiology and Disease	3
NUTR SCI 720	Advanced Nutrition Assessment	1
NUTR SCI 721	Nutrition Informatics	1
NUTR SCI 725	Advanced Community Nutrition	1



NUTR SCI 726	Nutritional Management of Gastrointestinal Disorders	3
NUTR SCI 750	Advanced Sports Nutrition	2
Total Credits:		9

Code	Title	Credits
<b>Special Topics and Research</b>		
Students have the option of taking the electives below		
NUTR SCI 875	Special Topics <sup>1</sup>	1-4
NUTR SCI 991	Research Nutrition <sup>2</sup>	1-12

1

Consult with your academic advisor prior to taking NUTR SCI 875 Special Topics to see how it can factor into your curriculum.

2

Consult with your academic advisor before enrolling.

## 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 expert knowledge and apply concepts of evidenced based nutrition therapy in the management of various disease states and populations.
2. Comprehend, interpret and evaluate the latest clinical nutrition research.
3. Gain knowledge and skills that contributes to successful progress towards professional career goals

## 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  
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	Anatomy and Physiology of Speech Production	3
CS&D 202	Normal Aspects of Hearing	3
CS&D 240	Language Development in Children and Adolescents	3

**Total Credits** 9

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 or CS&D 318	Directed Study Voice, Craniofacial, and Fluency Disorders	3

**Total Credits** 18

## 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. 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.
3. Understand general principles of assessment and intervention in speech, language, and hearing disorders.
4. 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:

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: Community and Nonprofit Leadership which includes a one-page statement of interest

2. Transcript (unofficial or official) confirming receipt of a bachelor's degree

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/>).

## REQUIREMENTS

### Required Courses

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

1

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 699	Independent Study	1-4
CSCS/M H R 742	Nonprofit Board Leadership Development I	2
CSCS/M H R 743	Nonprofit Board Leadership Development II	1
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.**

## 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. Identify and describe key competencies for thoughtful, effective leadership and participation in the community and non-profit sectors and in other mission-based enterprises.
2. 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 is June 1, for spring is October 15 and for summer is February 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

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 407	Foundations of Mobile Systems and Applications	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 542	Introduction to Software Security	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 571	Building User Interfaces	3
COMP SCI 577	Introduction to Algorithms	4
COMP SCI 640	Introduction to Computer Networks	3
COMP SCI 642	Introduction to Information Security	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. 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

**Admissions to the Consumer Health Advocacy Capstone Certificate have been suspended as of fall 2023. If you have any questions, please contact the department.**

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

**Admissions to the Consumer Health Advocacy Capstone Certificate have been suspended as of fall 2023. If you have any questions, please contact the department.**

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>



## 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 advocacy capacity that emphasizes patient empowerment.
2. Develop critical health advocacy competencies including communication, collaborative decision making, cultural humility, and ethics.
3. Experience the discipline of advocacy from a case-based perspective, and explore how various key advocacy roles can be useful in specific situations.
4. 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

**Admissions to the Data Analytics for Decision Making Capstone Certificate have been suspended as of fall 2023 and will be discontinued as of fall 2025. If you have any questions, please contact the department.**

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 to the Data Analytics for Decision Making Capstone Certificate have been suspended as of fall 2023 and will be discontinued as of fall 2025. If you have any questions, please contact the department.**

### 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:

1. 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
2. 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.

## 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. 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.
2. 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.
3. 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.
4. 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, Spring, and Summer, on a rolling basis. 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: Engine Design. 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 of the following courses, which must be taken in order. Students must complete all courses with a cumulative GPA of 3.0 to be awarded the certificate.

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

## 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. Identify engine development projects and their key design points, incorporating resource estimates and justification.
2. Use flexible tooling approaches for machining major engine components, identifying the advantages and disadvantages and other key variables.
3. 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.

## 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](mailto: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 the Graduate Program Manager, at studentinquiry@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 12–15 graduate-level credits.

Code	Title	Credits
<b>Required Courses</b>		
Students complete the following courses.		
B M I/STAT 542	Introduction to Clinical Trials I	
POP HLTH/ SOC 797	Introduction to Epidemiology	

### Biostatistics Requirement

Students complete 3–6 credits to fulfill this requirement. Course selections are listed below.

B M I/STAT 541	Introduction to Biostatistics	
B M I 699	Independent Study <sup>1</sup>	
B M I/ POP HLTH 551	Introduction to Biostatistics for Population Health	
& B M I/ POP HLTH 552	and Regression Methods for Population Health	

### Clinical Translational Science Requirement.

Students complete 3–credits to fulfill this requirement. Course selections are listed below.

B M I 544	Introduction to Clinical and Healthcare Research II	3
B M I 773	Clinical Research Informatics	3
POP HLTH 709	Translational and Outcomes Research in Health and Health Care	3

1

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. Consult with certificate program for course options.

## 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. 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>

1

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 1 for Spring.

In addition to the Capstone Certificate in Global Health Online application form, 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 or have an undergraduate degree with a major 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>		
PUBLHLTH 716	Independent Study <sup>1</sup>	1
<b>Total Credits</b>		<b>11</b>

1

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., PUBLHLTH 716 ), 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 PUBLHLTH 716 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 PUBLHLTH 716.

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://ogh.med.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:

- 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.
- 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		1
Students take electives to complete credit requirements.		3
Consult with Global Health Institute program staff for updated list.		

#### 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 **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 .

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.

## 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 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).

## IMPLEMENTATION SCIENCE AND COMMUNITY HEALTH OUTCOMES, 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 Implementation Science and Community Health Outcomes.

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 Implementation Science and Community Health Outcomes 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  
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: Implementation Science and Community Health Outcomes. 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: Graduate Program Coordinator, Deidre Vincevneus, 750 Highland Ave., University of Wisconsin, Madison, WI 53705, [studentinquiry@ictr.wisc.edu](mailto:studentinquiry@ictr.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: Graduate Program Coordinator, Deidre Vincevneus at [studentinquiry@ictr.wisc.edu](mailto:studentinquiry@ictr.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 and Implementation Science</i>		
HDFS 872	Bridging the Gap Between Research and Action	
JOURN/ COM ARTS/ LSC 617	Health Communication in the Information Age	
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	
S&A PHM 704	Dissemination, Implementation and Sustainment of Change in Health Services Research	
POP HLTH/ I SY E 703	Quality of Health Care: Evaluation and Assurance	
PUBLHLTH 780	Evidence-Based Decision-Making <sup>2</sup>	
SOC/ C&E SOC 573	Community Organization and Change	



SOC/C&E SOC/ URB R PL 617	Community Development	
<i>Qualitative Methods Relevant to Implementation Science and Community Health Outcomes</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 Administratn	
NURSING 804	Advanced Qualitative Design and Methods	
SOC/ ED POL 955	Seminar-Qualitative Methodology	
Project <sup>3</sup>		2
Seminar		
Select one of the following:		1-2
I SY E/ PSYCH 859	Special Topics in Human Factors Engineering <sup>4</sup>	
POP HLTH 699	Independent Reading <sup>5</sup>	
S&A PHM 703	Community Engagement in Health Services Research	
Presentation/Video Option <sup>6</sup>		
<b>Total Credits</b>		<b>11-13</b>

**1**

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 the handbook on the program website (<https://ictr.wisc.edu/certificate-research-programs/>).

**2**

This course can only be taken by students in the Master of Public Health (MPH) program.

**3**

Students work with their certificate advisor to develop an appropriate project. Students will enroll in an independent study course to complete the project (i.e., FAM MED 699, KINES 699, SOC WORK 799, OBS&GYN 699, NURSING 999, or I SY E 699).

**4**

Students will sign up for 2 credits of independent study with Dr. Edmond Ramly.

**5**

Students will sign up for 1 credit of independent study with Dr. Heidi W. Brown. Permission to enroll required.

**6**

Students enroll in 1 credit 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.

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

The UW-Madison Capstone Certificate in Infant, Early Childhood and Family Mental Health 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 interested in applying to the Wisconsin Child-Parent Psychotherapy (CPP) Learning Collaborative. (<https://ifmh.psychiatry.wisc.edu/continuing-education-opportunities/>)

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://waimh.org/>).

Courses for the Capstone Certificate Program meet three days a month during the academic year. 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 [sstrong@wisc.edu](mailto:sstrong@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 (<https://ifmh.psychiatry.wisc.edu/application/>) 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
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

### Seminar on Reflective Practices and Mindfulness

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

**Total Credits 10**

### 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)	
		<b>5</b>	<b>5</b>

**Total Credits 10**

## 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. 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, Spring, and Summer on a rolling basis. Division of Continuing Studies (DCS) 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://acs.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 DCS 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 the Graduate Program Coordinator (see contact box).

**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 DCS 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 maintain a 3.00 GPA in the capstone to continue to the next class.

Code	Title	Credits
E P D 640	Introductory Polymer Rheology	3
E P D 650	Introduction to Polymers Processing	3
M E 419	Fundamentals of Injection Molding	3
M E 514	Polymer Additive Manufacturing	3
M E 717	Advanced Polymer Processing	3
E P D 639	Plastics Recycling and Sustainability	3
M E 718	Modeling and Simulation in Polymer Processing	3
M E 417	Transport Phenomena in Polymer Processing	3
M E 418	Engineering Design with Polymers	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. Explain the common synthetic strategies for the fabrication of polymers.
2. Evaluate issues in manufacture and processing to make a material or compound.
3. 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
	5

**Total Credits 19**

## 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. 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 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, 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 pathway 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.

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://interpro.wisc.edu/online-degrees/power-conversion-and-control-certificate/>).

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://interpro.wisc.edu/online-degrees/power-conversion-and-control-certificate/how-to-apply-pcccc/>), 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@interpro.wisc.edu](mailto:gradadmissions@interpro.wisc.edu)

For the two (2) letters of recommendation, use the Download Recommendation Form (<https://uwmadison.box.com/s/104t5ce1rvo4qaccsbepelqlwhdlsakw/>). 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.

Code	Title	Credits
<b>Choose 9 credits from the following 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
E C E 711	Dynamics and Control of AC Drives	3
E C E 712	Solid State Power Conversion	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. 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, Spring and Summer on a rolling basis. 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 maintain a 3.00 GPA in the capstone 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

E P D 645	Electric Machines for Traction Applications	2
E P D 646	Electric Drives for Traction Applications	2
E P D 628	Analysis of Trends in Engines	1
E P D 627	Perspectives on Engine Modeling Seminar	1
E P D 647	Trends in Electrification Seminar	1

## 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 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, nondegree 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 a MS in the future.

## HOW TO GET IN

### ADMISSIONS

Applications are accepted for terms fall and spring.

Fall Deadline: July 31

Spring Deadline: December 15

Applicants must possess the following:

- Earned bachelor's degree, PharmD, or equivalent
- Recommended cumulative GPA # 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?

### 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: Psychoactive Pharmaceutical Investigation. 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 - Attach these documents to the application portal as prompted by the system.
3. Current resume/CV - Attach this document to the application portal as prompted by the system
4. 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

## 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

### 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

## 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.

## POLICIES

### CAPSTONE CERTIFICATE SPECIFIC POLICIES

#### PRIOR COURSEWORK

No graduate work from other institutions is accepted.

#### PROBATION

This program adheres to the following probation policy:

1. Students are considered to be in "Good Standing" if they earn a C or higher in all program courses.
2. Students are considered to be in "Probationary Standing" if they earn less than a C in one or more program courses during a semester. These students will be permitted to enroll, but they will have a specific plan in place that specifies continuation or removal of probationary status based on future course grades.

3. Students are considered to be in "Unsatisfactory Standing" if they have an overall GPA of less than 2.0 or if they have earned less than a C in 4 or more credits of the program's courses. These students will not be permitted to enroll and will face dismissal from the program.

## 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

## SPANISH-ENGLISH BILINGUAL-BICULTURAL EDUCATION, CAPSTONE CERTIFICATE

The Capstone Certificate in Spanish-English Bilingual-Bicultural Education will offer coursework focused on teaching, learning, and curriculum that supports the development of bilingualism, biculturalism, and biliteracy. Coursework in Curriculum and Instruction will focus K-12 pupils who speak Spanish as a home language and participate in bilingual programs (or "English Learners") in Wisconsin public schools. Please note that coursework will be offered in Spanish.

Program completion will result in a capstone certificate. Educators interested in obtaining a Spanish-English bilingual-bicultural certification from the Wisconsin Department of Public Instruction will need to apply through the School of Education Student Services (<https://education.wisc.edu/about/student-services/>) office.

Admission into the capstone certificate program will require (1) current WI teaching license, (2) demonstration of "advanced-low" Spanish language proficiency on the ACTFL oral and written exams.

## HOW TO GET IN

### ADMISSION REQUIREMENTS

Applicants must possess a baccalaureate degree. 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. Applications are accepted for Summer with a priority deadline of April 1. Applications will be accepted on a rolling basis until May 1.

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

1. Complete an online application (<https://acsss.wisc.edu/apply/>) for admission as a University Special student. On your application, select UNCS Capstone Certificate and the program: Spanish-English Bilingual-Bicultural Education. This application is received and processed by ACSSS. The final admission decision is made by the Department of Curriculum and Instruction.



2. Submit the following materials to the Capstone Certificate program coordinator:

- Proof of current Wisconsin teaching license
- Transcripts from undergraduate institution demonstrating minimum 2.75 GPA
- Advanced-low Spanish language proficiency on the ACTFL Proficiency Placement Test (<https://www.languagetesting.com/actfl-proficiency-placement-test-appt/>) by taking the Oral Proficiency Interview (OPI (<https://www.languagetesting.com/oral-proficiency-interview-opi/>)) or OPIc (<https://www.languagetesting.com/oral-proficiency-interview-by-computer-opic/>)) and the Writing Proficiency Test (WPT (<https://www.languagetesting.com/writing-proficiency-test/>)).

## REQUIREMENTS

Students in the Capstone certificate must complete the following coursework with a minimum 2.75 cumulative GPA and pass all practicum requirements.

Code	Title	Credits
Summer		
CURRIC 312	ESL/Bilingual Issues	3
CURRIC 670	Theories of Bilingualism and Bilingualism	3
Fall		
CURRIC 671	Educational Linguistics for Bilingual Teachers	3
CURRIC 625	Bilingual-Bicultural Education Practicum	1
Spring		
CURRIC 676	Bilingualism and Bilingualism in Schools	3
CURRIC 625	Bilingual-Bicultural Education Practicum	1
Total Credits:		14

## 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. Articulate, critique, and elaborate major theoretical perspectives on first and second/additional language acquisition and the relationship between first and second/additional languages
2. Articulate, critique, and elaborate dominant methodologies for bilingual-bicultural students
3. Analyze how social, cultural, and political contexts affect students' lives and educational experiences, and how this relationship affects students' learning opportunities
4. Design, implement, and justify effective curriculum, instruction, and assessment practices that facilitate learning and the development of bilingualism, biculturalism, and biliteracy
5. Apply knowledge of educational linguistics to develop strategies and approaches to support bilingual-bicultural students' language development

## CERTIFICATION/LICENSURE

Wisconsin Department of Public Instruction Bilingual-Bicultural Education Supplemental Licensure Requirements

1. Current Wisconsin teaching license
2. Proficiency in English and in the target language (Spanish)
3. Completion of an approved program in bilingual-bicultural education at the grade-level of the license being sought

## 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:

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:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, 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, Washington, West Virginia, Wyoming; District of Columbia; American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands

## 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: 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/>).

## 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>

## 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. 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 (CALS) 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

### CERTIFICATION/LICENSURE

ASCP Board of Certification Examination (<https://www.ascp.org/content/board-of-certification/>)

### 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, 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

### ACCREDITATION

Commission on Accreditation of Allied Health Education Programs<sup>1</sup>

Accreditation status: Accredited. Next accreditation review: 2023.

1

On recommendation of the Cytotechnology Programs Review Committee, sponsored by the American Society of Cytology.

## 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. 42).

### 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 conversational languages, studio and performing arts, writing, math, computer, lab, Independent Study, Directed Study, seminar, research, and colloquium courses.

Instructor permission is required.

### 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.

the UNOL rate and include segregated fees which provide access to on-campus services.

## 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 (<https://dpi.wi.gov/dual-enrollment/eccp/>) 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.

## ONLINE ONLY

Apply as an online-only student (UNOL) if you are not a resident of the state of Wisconsin, and plan on enrolling in stand-alone UW–Madison online classes that are not affiliated with existing special university programs such as capstone certificate courses, summer intensive language institutes, the Visiting International Student Program, the Early College Credit Program, and certain degree tracks. Online learners at any level (high school, undergraduate, post-graduate) may apply in this category. This classification is *not* available to students currently enrolled in a UW–Madison degree program.

### TUITION

Tuition for UNOL students is currently assessed at \$500 per credit regardless of residency, and students are restricted to taking only 6 credits per term. UNOL students do not pay segregated fees as part of their payment and are thus ineligible for any services provided by those fees.

Those students who are current residents of Wisconsin for tuition purposes and who wish to study online should choose from other University Special student classifications as per credit fees are lower than

## HOW TO GET IN

### APPLICATION

Only non-Wisconsin residents may apply. 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. UNOL is the designation on the application and course roster. There are additional application requirements for students depending on their current status:

- Undergraduates who are applying in the UNOL classification are required to submit official transcripts from all other colleges and universities to confirm good standing and a minimum GPA of 2.0 cumulative and in the most recent semester.
- Qualified high school juniors and seniors who are applying in the UNOL classification are required to submit a high school transcript with a minimum high school GPA of 3.0 overall and in the most recent semester.
- Baccalaureate degree holders who are applying in the UNOL classification do not need to submit transcripts.

Non-native speakers of English and those who have not recently studied at a university where English was the language of instruction must provide language proficiency scores (<https://visp.wisc.edu/eligibility/>).

### ADMISSION AND ENROLLMENT

Admission is contingent on consent of an advisor in the office of Adult Career and Special Student Services. Admission is for one term only, however enrollment in subsequent terms may be possible with the consent of an advisor in the office of Adult Career and Special Student Services.

Enrollment is not guaranteed and is contingent on there being a space available in the class after degree students have enrolled, completion of all course prerequisites, and consent of the instructor to enroll in a particular section.

## 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 that makes the final admissions decision. These students are assessed tuition at the undergraduate student rate (Wisconsin resident or nonresident) unless students are participating in a program that 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.

### 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.

## 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 students are participating in a program that 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 U.S. 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 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 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)
- 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://www.engr.wisc.edu/academics/student-experience/study-abroad/>)
- 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 that 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 U.S. 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 U.S. government for F-1 or J-1 visas include Actuarial Science (p. 5), Communication Sciences & Disorders (p. 14), Geographic Information Systems (GIS) Fundamentals (p. 22), and Computer Sciences. (p. 16)

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

## 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 students are participating in a program that 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 that 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). (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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