

# TABLE OF CONTENTS

Nondegree/Visiting Student Guide .....	3	Online Only .....	42
Capstones .....	4	Other .....	42
Actuarial Science, Capstone Certificate .....	5	Post-Baccalaureate Prerequisite Coursework .....	43
Advanced GIS, Capstone Certificate .....	7	Preselected Special .....	43
Applied Bioinformatics, Capstone Certificate .....	8	Badger Ready Program .....	43
Applied Drug Development, Capstone Certificate .....	9	Central Eurasian Studies Institute .....	44
Applied Engineering Management, Capstone Certificate .....	10	Indonesian Flagship Language Initiative .....	44
Clinical and Health Informatics, Capstone Certificate .....	11	Intensive Multilanguage Seminar .....	44
Clinical Nutrition, Capstone Certificate .....	12	Middle Eastern & Mediterranean Language Institute .....	44
Communication Sciences and Disorders, Capstone Certificate .....	14	NORDsummer Scandinavian Summer Language Institute .....	44
Community and Nonprofit Leadership, Capstone Certificate .....	15	Odyssey Beyond Bars Program .....	44
Computer Sciences for Professionals, Capstone Certificate .....	16	Odyssey Program .....	44
Consumer Health Advocacy, Capstone Certificate .....	18	Pre-BSN@Home .....	45
Data Analytics for Decision Making, Capstone Certificate .....	19	Prison Education Initiative .....	45
Fundamentals of Clinical Research, Capstone Certificate .....	20	South Asia Summer Institute .....	45
GIS Fundamentals, Capstone Certificate .....	21	South Asian Flagship Language Initiative .....	45
Global Health Online, Capstone Certificate .....	23	Southeast Asian Studies Summer Language Institute .....	45
Implementation Science and Community Health Outcomes, Capstone Certificate .....	24	Summer Intensive Portuguese Institute .....	45
Infant, Early Childhood and Family Mental Health, Capstone Certificate .....	26	Turkish Flagship Language Initiative .....	45
Polymer Processing & Manufacturing, Capstone Certificate .....	28	Professional or Personal Development .....	45
Post-Graduate Psychiatric Nursing, Capstone Certificate .....	29	Arboretum .....	46
Power Conversion and Control, Capstone Certificate .....	31	Greater Madison Writing Project .....	46
Powertrain Electrification, Capstone Certificate .....	33	School of Education .....	46
Psychoactive Pharmaceutical Investigation, Capstone Certificate .....	34	Social Work Licensure .....	46
Quality Assurance and Regulatory Affairs in Biotechnology, Capstone Certificate .....	35	Senior Guest Auditor .....	46
Spanish-English Bilingual-Bicultural Education, Capstone Certificate .....	36	Undergraduate Certificates Available for Special Students .....	47
User Experience Design, Capstone Certificate .....	38	Visiting International Students .....	47
Cytotechnology .....	39	Agricultural & Applied Economics Thematic Track .....	48
Formal Exchange Students .....	40	Business Thematic Track .....	48
Business Exchange (Undergraduate/Graduate) .....	41	Computer Sciences Thematic Track .....	48
Guest Auditor .....	41	Economics Thematic Track .....	48
High School Students .....	41	Educational Policy Studies Thematic Track .....	49
Early College Credit Program .....	42	English Second Language Thematic Track .....	49
High School Summer Residential Program .....	42	Finance Thematic Track .....	49
		Geosciences Thematic Track .....	49
		Human Development & Family Studies Thematic Track .....	49
		Industrial Systems Engineering Thematic Track .....	49
		Law Thematic Track .....	49
		Mathematics Thematic Track .....	49
		Mechanical Engineering Thematic Track .....	50
		Medical Physics Thematic Track .....	50
		Physics Thematic Track .....	50

Political Science Thematic Track .....	50
Statistics Thematic Track .....	50
Traditional Track .....	51
Visiting University Students .....	51
Business Exchange (Undergraduate/Graduate) .....	51
Index .....	52

# 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

- Capstones (p. 4)
- Cytotechnology (p. 39)
- Formal Exchange Students (p. 40)
- Guest Auditor (p. 41)
- High School Students (p. 41)
- Online Only (p. 42)
- Other (p. 42)
- Post-Baccalaureate Prerequisite Coursework (p. 43)
- Preselected Special (p. 43)
- Professional or Personal Development (p. 45)
- Senior Guest Auditor (p. 46)
- Undergraduate Certificates Available for Special Students (p. 47)
- Visiting International Students (p. 47)
- Visiting University Students (p. 51)

## 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 (for most Special students) or May (Guest students) 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.

#### GRADES OF INCOMPLETE

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. However, because degree-seeking students are not allowed to use P/F courses to satisfy degree requirements (and Capstone Certificate students can not use P/F courses to satisfy certificate requirements), Special students who intend to be degree-seeking should be advised to keep potential degree requirement courses on a graded basis. UNIS/Exchange students are limited to one P/F course per term.

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.

Changing from credit to audit: This follows the process available to degree students. 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.

Admission in a Guest auditor classification: This option is 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*. 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 a student is enrolled in, the classification of University Special student, 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/>). Capstone Certificate programs should 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 passes, recreational facilities, and University Health Service. 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.

## 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/ferpa/>). FERPA rights apply to anyone who is currently or was ever enrolled in classes at and attended UW–Madison, including Special students. FERPA does not apply to applicants.

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 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 on the Office of the Registrar (<https://registrar.wisc.edu/ferpa/>)'s website. 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 describe 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@studentaffairs.wisc.edu](mailto:conduct@studentaffairs.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.

## ACADEMIC CALENDAR

### ACADEMIC CALENDAR

Establishment of the academic calendar (<https://www.secfac.wisc.edu/academic-calendar/>) 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.

## 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.

Graduate students are not eligible to enroll in capstone certificates.

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

An Adult Career and Special Student Services student services coordinator works with each department's capstone certificate coordinator

on advising, admissions, enrollment eligibility, and program completion. Capstone certificates typically follow the rules of the Graduate School (<https://grad.wisc.edu/acadpolicy/>) (<https://grad.wisc.edu/acadpolicy/#enrollmentrequirements>) for tuition, credit limits, and grading.

## INTERNATIONAL STUDENTS

The availability of a capstone certificate program to an international student varies as follows:

### Capstones

- 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. 21), and Computer Sciences. (p. 16)
- 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)
- Communication Sciences and Disorders, Capstone Certificate (p. 14)
- Community and Nonprofit Leadership, Capstone Certificate (p. 15)
- Computer Sciences for Professionals, Capstone Certificate (p. 16)
- Consumer Health Advocacy, Capstone Certificate (p. 18)
- Data Analytics for Decision Making, Capstone Certificate (p. 19)
- Fundamentals of Clinical Research, Capstone Certificate (p. 20)
- GIS Fundamentals, Capstone Certificate (p. 21)
- Global Health Online, Capstone Certificate (p. 23)
- Implementation Science and Community Health Outcomes, Capstone Certificate (p. 24)
- Infant, Early Childhood and Family Mental Health, Capstone Certificate (p. 26)
- Polymer Processing & Manufacturing, Capstone Certificate (p. 28)
- Post-Graduate Psychiatric Nursing, Capstone Certificate (p. 29)
- Power Conversion and Control, Capstone Certificate (p. 31)
- Powertrain Electrification, Capstone Certificate (p. 33)
- Psychoactive Pharmaceutical Investigation, Capstone Certificate (p. 34)
- Quality Assurance and Regulatory Affairs in Biotechnology, Capstone Certificate (p. 35)
- Spanish-English Bilingual-Bicultural Education, Capstone Certificate (p. 36)
- User Experience Design, Capstone Certificate (p. 38)

## POLICIES

### POLICIES

Capstone certificate programs typically follow the policies of the Graduate School (<https://grad.wisc.edu/acadpolicy/>) for tuition, credit limits, and grading; however, Adult Career and Special Student Services (<https://acsss.wisc.edu/>) (ACSSS) is the academic dean's office for capstone students.

## 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.

Admitted applicants to 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

### HOW TO GET IN

#### ELIGIBILITY

##### Bachelor's Degree

Applicants must have a baccalaureate degree in a discipline other than actuarial science.

##### Prerequisite Coursework

This capstone certificate requires students have a 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.

## DEADLINE

Applications are accepted for 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.

## APPLICATION

An online application for admission (<http://continuingstudies.wisc.edu/advising/apply.htm>) as a University Special student. Select "UNCS Capstone Certificate and the program: Actuarial Science". The following documents should be uploaded to the application:

- 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
- Two letters of reference from previous or current supervisors and/or instructors (optional)
- TOEFL scores, if applicable

If you are unable to upload your application materials electronically:

- Email to [jodi.wortsman@wisc.edu](mailto:jodi.wortsman@wisc.edu)
- Send via US Mail to: School of Business, Attn: Capstone Program Coordinator, Risk and Insurance Department, 5252 Grainger Hall, 975 University Avenue, Madison, WI 53706.

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://acsss.wisc.edu/enrollment/>).

## REQUIREMENTS

### REQUIREMENTS

#### GRADE REQUIREMENTS

Student must have a minimum GPA of 2.00

#### REQUIRED COURSES

Students must complete 12 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.

Code	Title	Credits
Students must complete the following courses		
ACT SCI 303	Theory of Interest	3
ACT SCI 650	Fundamentals of Long-Term Actuarial Modeling	3

ACT SCI 652	Fundamentals of Short-Term Actuarial Modeling	3
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Students must complete one of the following courses:

ACT SCI 640	Actuarial Statistics for Risk Modeling	3-4
or ACT SCI 651	Advanced Long-Term Actuarial Modeling	
or ACT SCI 653	Advanced Short-Term Actuarial Modeling	

**Total Credits** **12**

#### Optional Supporting Courses

**Code** **Title** **Credits**

The following courses are recommended as preparation for an actuarial career:

ACCT I S 100	Introductory Financial Accounting	3
ACT SCI 654	Regression and Time Series for Actuaries	2-3
ACT SCI 655	Health Analytics	3
ACT SCI 657	Risk Analytics	3
ECON 101	Principles of Microeconomics	4
ECON 102	Principles of Macroeconomics	3-4
FINANCE/ ECON 300	Introduction to Finance	3
GEN BUS 656	Machine Learning for Business Analytics	3
R M I 655	Risk Financing Techniques	3

Review courses for actuarial examinations:

ACT SCI 300	Probability for Actuaries	1
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## 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

### 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.

## ADVANCED GIS, CAPSTONE CERTIFICATE

The Department of Geography offers an online Advanced Geographic Information Systems (GIS) capstone certificate.

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

The curriculum provides broad competency in mapping science and spatial analysis, including advanced courses in cartographic design, geovisualization, geocomputing, and spatial and web programming.

### HOW TO GET IN

## 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

## 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

### 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 Applied Bioinformatics capstone certificate 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

### 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

### REQUIREMENTS

Completion of 12 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
<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

### 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

### 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, PhD, Associate Dean for Basic Sciences Professor, School of Medicine and Public Health

Natalie Betz, PhD, Academic Director for the UW-Madison Applied Biotechnology program Associate Director for the MS 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.

This 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. Students will acquire basic skills needed to work as valued members of a drug development team.

The curriculum will provide foundational competency in the drug development process and compliance with regulatory requirements.

## HOW TO GET IN

### HOW TO GET IN ADMISSIONS

Applications are accepted for the fall and spring term.

Fall Deadline: May 31

Spring Deadline: September 30

### Eligibility

Applicants must possess the following:

- Bachelor's degree, PharmD or equivalent
- Recommended cumulative Grade Point Average (GPA) # 3.0 (on 4.0 scale)
  - Graduate Record Examination (GRE) scores are not required.
- Official post-secondary transcripts
- Statement of interest (maximum of one page): Why are you interested in Applied Drug Development and what do you aim to get out of the program?

### Application

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.

### Materials

A complete application includes the following information:

1. An online application (<http://continuingstudies.wisc.edu/advising/apply.htm>) for admission as a University Special student, select "UNCS Capstone Certificate: Applied Drug Development".
  - a. This application is received and processed by ACSSS with final decision held for approval from the School of Pharmacy.
2. Official transcripts from all college / 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

### REQUIREMENTS

#### GRADE 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 COURSES

- 12 credits from the list below.

Code	Title	Credits
<b>Core</b>		
Students must complete the following courses.		
PHM SCI 762	The Drug Development Process I	3
PHM SCI 763	The Drug Development Process II	3
<b>Elective Courses</b>		<b>6</b>
Students must select two courses from the following list:		
PHM SCI 751	Introduction to Regulatory Practice	
PHM SCI 752	GxP (Good Practice): Working in a Regulated Environment	
PHM SCI 753	Pharmaceutical Economics and Project Management	

**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

### LEARNING OUTCOMES

1. Articulate general principles in pharmaceutical sciences.
2. Apply knowledge and skills to address relevant problems in the student's area of focus.
3. Communicate scientific information that is accurate, clear, and accessible.
4. Identify and uphold ethical principles.

## APPLIED ENGINEERING MANAGEMENT, CAPSTONE CERTIFICATE

The Applied Engineering Management capstone certificate 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 capstone certificate can be a standalone credential or a stepping stone to the master's degree in Engineering Management, for qualified applicants.

## HOW TO GET IN

### HOW TO GET IN

#### APPLICANT REQUIREMENTS

- BS 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 BS 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):
  - a. Resume/CV that includes educational history and professional experience
  - b. Transcripts of all previous college work

- c. Three letters of recommendation submitted by the recommender. Use this recommendation form (<https://uwmadison.box.com/s/104t5ce1rvo4qaccsbepe1qlwhd1sakw/>).
- 3. 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.

## LEARNING OUTCOMES

### 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 online capstone 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 capstone certificate 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 an MS program in Clinical & Health Informatics for learners who want to continue for a graduate degree.

## HOW TO GET IN

### 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 15th

## REQUIREMENTS

### REQUIREMENTS

#### GRADE REQUIREMENTS

- Students must complete all courses with a minimum GPA of 2.00 to continue to the next class.

#### REQUIRED COURSES

Students must complete 9 credits from the following courses.

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	
E P D 605	Fundamentals of Technical Project Management	

**Total Credits** 9

## 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.

## REQUIREMENTS

### 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

### 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 capstone certificate 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.

## HOW TO GET IN

### HOW TO GET IN

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):

Code	Title	Credits
<b>General Chemistry</b>		
CHEM 103 & CHEM 104	General Chemistry I and General Chemistry II	9
<b>Biological Sciences</b>		
Complete one of the following:		
BIOLOGY/ ZOOLOGY 101 & BIOLOGY/ ZOOLOGY 102	Animal Biology and Animal Biology Laboratory	5
BIOLOGY/BOTANY/ ZOOLOGY 151	Introductory Biology	5
<b>Microbiology</b>		
MICROBIO 101 & MICROBIO 102	General Microbiology and General Microbiology Laboratory	5
<b>Organic Chemistry</b>		
CHEM 341 or CHEM 343	Elementary Organic Chemistry Organic Chemistry I	3
<b>Biochemistry</b>		
Complete one of the following:		
BIOCHEM 301	Survey of Biochemistry	3
BIOCHEM 501	Introduction to Biochemistry	3
BIOCHEM 507 & BIOCHEM 508	General Biochemistry I and General Biochemistry II	6-7
<b>Physiology</b>		
ANAT&PHY 335	Physiology	5
<b>Statistics</b>		
Complete one of the following:		
STAT 371	Introductory Applied Statistics for the Life Sciences	3
STAT 301	Introduction to Statistical Methods	3
PSYCH 210	Basic Statistics for Psychology	3
SOC/C&E SOC 360	Statistics for Sociologists I	4
<b>Human Nutrition</b>		
NUTR SCI 332	Human Nutritional Needs	3
<b>Clinical Nutrition</b>		
NUTR SCI 631 & NUTR SCI 632	Clinical Nutrition I and Clinical Nutrition II	6

- 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/>):
  - a. Official transcripts from all colleges/ universities attended
  - b. Brief essay describing your reasons for applying and your career goals
  - c. Resume or curriculum vitae

### 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

### REQUIREMENTS

The capstone certificate requires a total of 9 credits worth of coursework. Select courses from the following list:

Code	Title	Credits
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

## SPECIAL TOPICS AND RESEARCH ELECTIVES

Students have the option of taking the following electives. Consult with your academic advisor when factoring electives in your curriculum prior to enrolling.

Code	Title	Credits
NUTR SCI 875	Special Topics	1-4
NUTR SCI 991	Research Nutrition	1-12

## 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.

## LEARNING OUTCOMES

### 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 Communication Sciences and Disorders capstone certificate is offered to applicants 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 (MS in speech-language pathology or AuD in audiology), but is also appropriate for students from other fields who wish to pursue a research graduate degree in communication sciences and disorders.

## HOW TO GET IN

### 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

### 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	Hearing Science	3
CS&D 240	Language Development in Children and Adolescents	3
<b>Total Credits</b>		<b>9</b>

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

### 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 with a focus on community dynamics, community-led efforts and 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.

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

### 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

### REQUIREMENTS

#### Required Courses

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

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

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

#### Elective Courses

Code	Title	Credits
CSCS 300	Nonprofit Sector: Overview and Foundations	3
CSCS 345	Evaluation and Planning for Community and Nonprofit Organizations	3
CSCS 460	Civil Society and Community Leadership	3
CSCS 600	Community Leadership Portfolio Capstone	3
CSCS 699	Independent Study	1-4
CSCS 742	Nonprofit Board Leadership Development I	2
CSCS 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

### 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 (PCP) offered by the University of Wisconsin-Madison Department of Computer Sciences is designed for students who want to learn the fundamentals of computer

science. Students use this capstone certificate to gain programming skills to transfer into more technical positions, for promotion, or as a way to prepare for graduate programs. Depending on the student's background, the program can be completed in four to six semesters. A few courses are offered off-campus during evening hours each semester.

After completing the capstone certificate, students may be interested in other professional master's degree programs (<https://www.cs.wisc.edu/our-graduate-degrees-programs/>).

Details about the program can be found on the Department of Computer Sciences website, (<https://www.cs.wisc.edu/graduate/pcp-program-details/>) or by contacting the PCP coordinator at [pcp-admissions@cs.wisc.edu](mailto:pcp-admissions@cs.wisc.edu). Information about tuition and other costs is available on the Professional Degrees and Certificates website (<https://pdc.wisc.edu/capstone-certificates/computer-sciences-certificate/>).

## HOW TO GET IN

### HOW TO GET IN ADMISSIONS

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.

- Fall Deadline: June 1
- Spring Deadline: October 15
- Summer Deadline: February 15

Applications received after the deadline will be reviewed on a rolling basis.

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.

#### Admission Requirements

- Have a bachelor's degree from an accredited institution
- Preferred minimum bachelor's degree GPA of 3.0
- Submit evidence of English language proficiency, if applicable. Please check Graduate School link (<https://grad.wisc.edu/apply/requirements/>) for score requirements

### PREREQUISITES

Applicants must have completed two introductory courses, COMP SCI 200 Programming I OR COMP SCI 220 Data Science Programming I, **AND** COMP SCI 300 Programming II for at least three credits and received a grade of "C" or higher in each course, before taking the four courses needed to complete the certificate.

If applicants have not completed these courses, or equivalent coursework or demonstrated sustained professional experience in computer programming, they must complete these two prerequisite courses before enrolling in the Computer Sciences Professional Capstone Certificate Program.

The equivalent of COMP SCI 200/COMP SCI 220 and COMP SCI 300, if taken elsewhere, will be considered for fulfilling the Professional Capstone Certificate Program course prerequisites. In addition, any successful completion of COMP SCI 300 at UW–Madison will

also count as a completion of COMP SCI 200/COMP SCI 220. Any applicant with a preliminary Computer Science background that is equivalent to COMP SCI 200/COMP SCI 220 may consider starting with COMP SCI 300 to prepare for the coursework in the certificate program.

Applicants to the Computer Sciences for Professionals program are also recommended to have completed prior Calculus and/or Linear Algebra coursework.

### APPLICATION STEPS

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 applicants 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 applicants 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

### REQUIREMENTS GRADE REQUIREMENTS

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

### REQUIRED COURSES

Designed for the working professional, several courses are offered in the evening, off campus, each semester.

Students must complete **four courses** 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	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.
COMP SCI 564	Database Management Systems: Design and Implementation	4	
COMP SCI 570	Introduction to Human-Computer Interaction	4	Within the capstone certificate, 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 capstone certificate 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.
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

### 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 students who want to help their families get the care they need, change careers, or deepen existing professional practice. It is also for those who want to gain valuable

Further details, including current tuition and costs, are 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

### 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

### 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/NURSING 768	Health Justice Clinic (Intro)	3
LAW/NURSING 768	Health Justice Clinic (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

### 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. Students will learn to collect, analyze, and communicate data.

This capstone certificate provides students with entry-level knowledge of data analytics methodologies framed within the context of practical organizational decision-making and strategic planning. The capstone 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. Students can complete the certificate entirely online, within one calendar year, conducive to balancing education, work, and life.

## HOW TO GET IN

### 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

### 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

### 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.

## FUNDAMENTALS OF CLINICAL RESEARCH, CAPSTONE CERTIFICATE

The Fundamentals of Clinical Research (<https://ictr.wisc.edu/certificate-research-programs/>) capstone certificate 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 capstone 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.

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

Deidre Vincevines, Student Services Coordinator

Certificate in the Fundamentals of Clinical Research

UW–Madison  
 2112 Health Sciences Learning Center  
 Madison, Wisconsin 53705

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

## HOW TO GET IN

### 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 student inquiry@ictr. (studentinquiry@ictr.wisc.edu)wisc.edu (Rec-Education@hslc.wisc.edu)

## REQUIREMENTS

### 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	
<b>Biostatistics Requirement</b>		
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 & B M I/POP HLTH 552	Introduction to Biostatistics for Population Health and Regression Methods for Population Health
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<b>Clinical Translational Science Requirement.</b>		
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

<sup>1</sup> The 1-credit B M I 699 is for students with instructor consent who have prior statistics (not biostatistics) coursework. Students who take this option must also complete an additional 2 credits. 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

### 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.

This capstone certificate is intended to produce individuals, both inside and outside of Wisconsin, skilled in the basic conceptual and

methodological underpinnings of geographic information systems technology and able to make informed use of current geographic information system applications in real-world problem-solving. Students will acquire basic technological skills needed in applying geographic information systems toward a wide variety of disciplines while gaining experience with common commercial and open-source geographic information systems software.

The curriculum will provide foundational competency in mapping science and spatial analysis.

## HOW TO GET IN

### 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

### REQUIREMENTS

Students in this program are required to take all of the following courses:

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

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

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

### MINIMUM REQUIREMENTS FOR CAPSTONE CERTIFICATE COMPLETION

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

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

## LEARNING OUTCOMES

### 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 Global Health Online capstone certificate 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 capstone certificate effectively within the context of work and/or family responsibilities.

## HOW TO GET IN

### 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.

Applicants who 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

### REQUIREMENTS

#### REQUIRED COURSES

Students must complete 11 credits 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
<b>Core Course Requirements</b>		
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
<b>Global Health Field Experience (Choose one)</b>		<b>1</b>
PUBLHLTH 716	Study Abroad Global Health Field Experience	
	Independent Study <sup>1</sup>	
<b>Total Credits</b>		<b>11</b>

<sup>1</sup> For **independent study field experiences**, certificate students must prepare a proposal, to be reviewed and approved by their 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.

#### 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 Study Abroad Global Health Field Experience), 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, Ecuador, India), 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

### 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

### 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/>

## IMPLEMENTATION SCIENCE AND COMMUNITY HEALTH OUTCOMES, CAPSTONE CERTIFICATE

Students 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.

This capstone certificate focuses on the development of these skills.

Depending on a student's course load, requirements can be completed in two to three years. All courses are face-to-face and taught on the UW-Madison campus during weekdays.

Further details, including tuition and costs, are 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 that hosts the program:

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

## HOW TO GET IN

### HOW TO GET IN ADMISSIONS

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:

- 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.
- 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

### REQUIREMENTS

Code	Title	Credits
<b>Core Requirement</b>		
Students must complete the following course.		
POP HLTH 709	Translational and Outcomes Research in Health and Health Care	3
<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	Qualitative Design and Methods	
SOC/ ED POL 955	Seminar-Qualitative Methodology	
<b>Project<sup>3</sup></b>		<b>2</b>
<b>Seminar</b>		
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>

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

<sup>2</sup> This course can only be taken by students in the Master of Public Health (MPH) program.

<sup>3</sup> 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).

<sup>4</sup> Students will sign up for 2 credits.

<sup>5</sup> Students will sign up for 1 credit. Permission to enroll required.

<sup>6</sup> 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

### 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 Infant, Early Childhood and Family Mental Health capstone certificate 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, admitted applicants are 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://wiaimh.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

### 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

### REQUIREMENTS

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

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

PSYCHIAT 716	Seminar in Reflective Practices and Mindfulness in Infant, Early Childhood and Fam Mental Health II	2
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**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**

**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 certificate is fully online and 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**

**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). Admitted applicants 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**

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.** Applicants 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: 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).

- a. **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

### REQUIREMENTS

#### GRADE REQUIREMENTS

Students must maintain a 3.00 GPA in the capstone to continue to the next class.

#### REQUIRED COURSES

Students must complete 9 credits from the following list.

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

### 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

### 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. Nurses who already hold a master's or doctoral degree in advanced practice nursing have the opportunity to gain skills and knowledge to be an expert mental health practitioner.

The capstone certificate begins in summer and takes 18 months to complete. 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.

Further details, including current tuition and costs, are 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 Ave., Madison, WI 53705  
 Phone: 608-263-5200

## HOW TO GET IN

### 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 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

### REQUIREMENTS

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

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

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

Semester 5	Credits
NURSING 826	3
NURSING 828	2
	<b>5</b>

**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

### 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

### 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 (via 34 CFR Part 668 (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/?toc=1>)) requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

#### The requirements of this program meet certification/licensure requirements 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 requirements in the following states:

Not applicable

Updated: 1 June 2024

## 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. Engineers are able to gain specialized expertise, including technical knowledge of power electronics, drives, and controls. The capstone 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 capstone 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 capstone certificate is completely online to accommodate working professionals. It is designed for completion in three consecutive terms.

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

### HOW TO GET IN APPLICANT REQUIREMENTS

- A **BS degree** from a program accredited by the Accreditation Board for Engineering and Technology (ABET) or the equivalent.\*
  - A BS in electrical engineering is recommended.
  - Students who do not have a BS in electrical engineering 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 BS 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 fall and spring terms.**

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. Attach a current resume or CV to the Intent to Apply email: [gradadmissions@interpro.wisc.edu](mailto:gradadmissions@interpro.wisc.edu).
  - a. Your resume/CV should include at least:
    - i. Educational history (including GPA, awards and honors received).
    1. Professional work experience (including specific details on your engineering experience, technical training, and responsibilities).
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 recommendation.
  - a. For the two (2) letters of recommendation, use the Download Recommendation Form.
    - i. The recommenders should send the statement directly to [gradadmissions@interpro.wisc.edu](mailto:gradadmissions@interpro.wisc.edu). 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.

### 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

### REQUIREMENTS GRADE REQUIREMENTS

- Students must complete all courses with a minimum GPA of 2.00 to continue to the next class.

### REQUIRED COURSES

Students must complete 9 credits from the curriculum below.

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

E C E 504	Electric Machine & Drive System Laboratory	3
E C E 512	Power Electronics Laboratory	3
E C E 711	Dynamics and Control of AC Drives	3
E C E 712	Solid State Power Conversion	3
M E 446	Introduction to Feedback Control	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

### 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 certificate is fully online and deals with systems, components and their interactions. Based on the degree of electrification, the topology of powertrain can change in complexity and controllability. This capstone certificate 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

### 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

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.
  - a. 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. Applicants 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)
  - a. **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

### REQUIREMENTS

#### GRADE REQUIREMENTS

- Students must maintain a 3.00 GPA in the capstone to continue to the next class.

#### REQUIRED COURSES

Students must select 9 credits from the following courses:

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 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 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

### 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 with the practical and professional skills needed to succeed in the pharmaceutical industry.

The capstone certificate will give students a competitive edge in their career progression or transition. This capstone certificate focuses on developing the specific skills and knowledge that are essential to hit the ground running and succeed in this exciting area.

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

## HOW TO GET IN

### HOW TO GET IN ADMISSIONS

Applications are accepted for the fall and spring term.

Fall Deadline: May 31

Spring Deadline: September 30

#### Eligibility

Applicants must possess the following:

- Bachelor's degree, PharmD, or equivalent
- Recommended cumulative GPA # 3.0 (on 4.0 scale)
  - Graduate Record Examination (GRE) scores are not required
- Official post-secondary student transcripts
- Statement of Interest (maximum of one page): Why are you interested in Psychoactive Pharmaceutical Investigation and what do you aim to get out of the program?

#### Application

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.

#### 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: Psychoactive Pharmaceutical Investigation".
  - a. 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

### REQUIREMENTS GRADE REQUIREMENTS

- Students 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 COURSES

Complete the following courses for 12 credits.

Code	Title	Credits
<b>Pharmaceutical Sciences Core</b>		
PHM SCI 759	Current Trends in Drug Discovery and Development	1
PHARMACY 801	Bioethics and Scientific Integrity	2
<b>Psychoactive Pharmaceutical Core</b>		
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
<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.

## 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

### LEARNING OUTCOMES

1. Articulate general principles in pharmaceutical sciences.
2. Apply knowledge and skills to address relevant problems in the student's area of focus.
3. Communicate scientific information that is accurate, clear, and accessible.
4. Identify and uphold ethical principles.

## QUALITY ASSURANCE AND REGULATORY AFFAIRS IN BIOTECHNOLOGY, CAPSTONE CERTIFICATE

Biotechnology companies are always looking for talented professionals who not only understand *what* but more importantly *how* and *why* they fit into their company's global plan of product development, manufacturing and marketing. This capstone certificate is designed to expand upon *how* and *why* quality assurance and regulatory affairs are important drivers to any successful team and product launch.

This 100% online program is designed to give talented professionals a competitive edge. With just 9 credits, this certificate program can be completed in 1 year.

You will focus on developing practical and professional quality assurance and regulatory affairs skills needed when working within diverse teams and government agencies. The program is designed in cooperation with biotechnology industry experts, using real-world problems, to prepare you

to investigate *why* problems occur and *how* to develop strategies to solve them.

## HOW TO GET IN

### HOW TO GET IN

The Capstone Certificate in Quality Assurance and Regulatory Affairs in Biotechnology is intended for University Special (non-degree seeking) students who hold a bachelor's degree or equivalent. It is designed to "cap off" the undergraduate educational experience or to offer a focused professionally oriented educational experience.

#### ADMISSIONS

Admission requirements for the Capstone Certificate in Quality Assurance and Regulatory Affairs in Biotechnology are:

- A bachelor's degree
- A 3.0 undergraduate GPA
- Completion of one general biology course with laboratory at the undergraduate level

#### DEADLINES

The Capstone Certificate in Quality Assurance and Regulatory Affairs in Biotechnology 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

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

### REQUIREMENTS

#### REQUIRED COURSES

Complete 9 credits with the following courses.

Code	Title	Credits
BIOMDSCI 720	Survey of Quality Assurance and Regulatory Affairs in Biotechnology	3

BIOMDSCI 721	Topics in Quality Assurance and Regulatory Affairs in Biotechnology	3
BIOMDSCI 722	Leadership in Quality Assurance and Regulatory Affairs in Biotechnology	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

### LEARNING OUTCOMES

1. Demonstrate effective listening, written, verbal, and nonverbal communication skills that recognize, foster, and apply principles of ethical and professional conduct while working within diverse teams.
2. Describe local, national, and international agencies involved in ensuring quality, safety, and regulatory practice within the biotechnology industry.
3. Integrate how testing and manufacturing biotechnology products rely upon quality assurance and regulatory affairs requirements.
4. Analyze product development and project management innovations in line with quality assurance standards and regulatory requirements.
5. Apply the use of quality and regulatory strategies to achieve organizational objectives.

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

This capstone certificate 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.

## HOW TO GET IN

### 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

### 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
<b>Summer</b>		
CURRIC 312	Foundations of ESL Education	3
CURRIC 670	Theories of Bilingualism and Bilingualism	3
<b>Fall</b>		
CURRIC 671	Educational Linguistics for Bilingual Teachers	3
CURRIC 625	Bilingual-Bicultural Education Practicum	1
<b>Spring</b>		
CURRIC 676	Bilingualism and Bilingualism in Schools	3

CURRIC 625	Bilingual-Bicultural Education Practicum	1
<b>Total Credits:</b>		<b>14</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

### 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

### 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 (via 34 CFR Part 668 (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/toc=1>)) requires institutions that provide distance education to disclose

information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### **The requirements of this program meet certification/licensure requirements in the following states:**

Wisconsin

### **The requirements of this program do not meet certification/licensure requirements in the following states:**

Not applicable

Updated: 1 June 2024

## **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 students how to develop as UX professionals. 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 capstone certificate accommodates both existing computing professionals whose expanding job responsibilities require a deeper understanding of user experience design, and students new to the technology workforce seeking introductory skills in user experience design.

Online courses are 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 the certificate. The certificate takes one calendar year (fall, spring, summer) to complete.

Further details, including tuition and costs, are available on the program’s website (<https://ischool.wisc.edu/programs/uxcapstone/>).

## HOW TO GET IN

### **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 User Experience Design (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

### 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.

## POLICIES

### POLICIES

Students in the User Experience Design capstone certificate program are not graduate students and thus are not eligible for teaching assistantships, project assistantships, or research assistantships. Also, students in this capstone certificate program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum.

## LEARNING OUTCOMES

### 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

**Admissions to the Cytotechnology Program have been suspended as of spring 2024 and will be discontinued as of fall 2025. If you have any questions, please contact the department.**

The Cytotechnology Program was created by the Wisconsin State Laboratory of Hygiene in 1957 and is currently part of the Laboratory of Genetics within the College of Agricultural and Life Sciences (CAL S) at the University of Wisconsin–Madison. Cytotechnology is the study of cells obtained from body tissues. Through intensive microscopic examination, cytotechnologists discern minute cellular alterations to differentiate malignant from normal cells.

Participants are UW–Madison students in University Special student status. Students who successfully complete the 50-week Cytotechnology Program receive a certificate in cytotechnology from UW–Madison. They may also become a 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

### HOW TO GET IN

**Admissions to the Cytotechnology Program have been suspended as of spring 2024 and will be discontinued as of fall 2025. If you have any questions, please contact the department.**

### 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.

## REQUIREMENTS

### 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

### 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 (via 34 CFR Part 668 (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/>))

requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure. The expectation is that institutions will determine whether each applicable academic program meets state professional licensure requirements and provide a general disclosure of such on an official university website.

Professional licensure requirements vary from state-to-state and can change year-to-year; they are established in a variety of state statutes, regulations, rules, and policies; and they center on a range of educational requirements, including degree type, specialized accreditation, total credits, specific courses, and examinations.

UW-Madison has taken reasonable efforts to determine whether this program satisfies the educational requirements for certification/licensure in states where prospective and enrolled students are located and is disclosing that information as follows.

Disclaimer: This information is based on the most recent annual review of state agency certification/licensure data and is subject to change. All students are strongly encouraged to consult with the individual/office listed in the Contact Information box on this page and with the applicable state agency for specific information.

### The requirements of this program meet certification/licensure requirements in the following states:

Alabama, Arizona, Colorado, Illinois, Washington, Wisconsin

### The requirements of this program do not meet certification/licensure requirements in the following states:

Not applicable

Updated: 1 June 2024

## ACCREDITATION

### ACCREDITATION

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

Accreditation status: Accredited. Next accreditation review: 2023.

<sup>1</sup> On recommendation of the Cytotechnology Programs Review Committee, sponsored by the American Society of Cytology.

## FORMAL EXCHANGE STUDENTS

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.

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.

## HOW TO GET IN

### HOW TO GET IN

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 to study abroad programs 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/>)

## TYPES OF STUDY

### TYPES OF STUDY

- Business Exchange (Undergraduate/Graduate) (p. 41)

## BUSINESS EXCHANGE (UNDERGRADUATE/ GRADUATE)

The School of Business offers an exchange program (<https://business.wisc.edu/undergraduate/study-abroad/incoming/>) for students from participating universities to study at UW–Madison. Once a student has been nominated by their home institution, they will receive an email from the WSB exchange office inviting them to complete the application and admission process.

## GUEST AUDITOR

A Guest Auditor is any student who is not currently enrolled in a degree program or does not plan to pursue a degree.

Wisconsin residents aged 60 and over are eligible to audit in our Senior Guest Auditor program (<https://acsss.wisc.edu/senior-guest-auditors/>).

### 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 including American Sign Language (ASL); studio and performing arts including music, writing, math, and computer lab courses; independent study and directed study; and 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 the 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

### HOW TO GET IN

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

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

## HIGH SCHOOL STUDENTS

Qualified high school juniors or seniors may apply for admission to UW–Madison as University Special students to enroll in up to two courses. A minimum high school GPA of 3.000 overall and in the most recent semester is required.

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.

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.

- Early College Credit Program (p. 42)
- High School Summer Residential Program (p. 42)

## HOW TO GET IN

### HOW TO GET IN

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/>).

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.

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.

## EARLY COLLEGE CREDIT PROGRAM

Wisconsin's *Early College Credit Program* (ECCP) is available to Wisconsin public and private high school juniors and seniors for fall, spring, and summer terms. Under ECCP, the cost of tuition for approved courses is shared among the school district or private school, the state, and in some cases the students. ECCP eligibility rules, deadlines, and procedural requirements must be met.

Qualified high school juniors and seniors taking ECCP classes at UW–Madison are admitted as University Special students. They are permitted to take up to two online, blended, or in-person courses per term.

If a qualified high school junior or senior does not meet the ECCP requirements, they may apply under the High School Special student (<https://acsss.wisc.edu/high-school/#high-school-special-student>) program.

## HIGH SCHOOL SUMMER RESIDENTIAL PROGRAM

No programs currently offered.

UW–Madison often hosts specialized summer programs for high school students to earn college credit. Specialized programs are NOT open to everyone, and each program has very specific eligibility criteria.

Residential, study abroad, and other unique programs are not eligible for Wisconsin's *Early College Credit Program* (ECCP), as these often have nonstandard tuition structures and additional admission requirements.

## 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.

## HOW TO GET IN

### 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. Students are restricted to taking only 8 credits per term.

## OTHER

The UNOS (others/one term only) classification may be used for a student whose educational goals and needs cannot be met by other University Special student classifications.

## HOW TO GET IN

### HOW TO GET IN

Prospective students who do not meet other University Special student requirements may be considered as potential UNOS candidates. Consultation with an advisor who approves admission is necessary.

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.

## ADMISSION

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.

Individuals who have been denied admission or missed the undergraduate admissions application deadline are not eligible for admission as a University Special student. However, students denied undergraduate admission may be eligible for the Badger Ready (<https://badger-ready.wisc.edu>) program.

## POST-BACCALAUREATE PREREQUISITE COURSEWORK

Applicants who are preparing for admission to graduate or professional school at UW–Madison or elsewhere may be admitted under the post-baccalaureate prerequisite coursework (UNRS) classification. 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. (These individuals should be advised to consult with the graduate coordinator regarding the policy on whether the credits earned may apply eventually toward a graduate degree.)

### HOW TO GET IN

## HOW TO GET IN

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 UNRS classification 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.

## PRESELECTED SPECIAL

Students in this classification have been selected to participate for credit in a specific course, seminar, institute, workshop, or program. Admission requirements are established by the program or department that makes the final admission decision.

For most preselected special students, 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.

### HOW TO GET IN

## HOW TO GET IN

Admission requirements are established by the department and/or 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.

### TYPES OF STUDY

## TYPES OF STUDY

- Badger Ready Program (p. 43)
- Central Eurasian Studies Institute (p. 44)
- Indonesian Flagship Language Initiative (p. 44)
- Intensive Multilanguage Seminar (p. 44)
- Middle Eastern & Mediterranean Language Institute (p. 44)
- NORDsummer Scandinavian Summer Language Institute (p. 44)
- Odyssey Beyond Bars Program (p. 44)
- Odyssey Program (p. 44)
- Pre-BSN@Home (p. 45)
- Prison Education Initiative (p. 45)
- South Asia Summer Institute (p. 45)
- South Asian Flagship Language Initiative (p. 45)
- Southeast Asian Studies Summer Language Institute (p. 45)
- Summer Intensive Portuguese Institute (p. 45)
- Turkish Flagship Language Initiative (p. 45)

## BADGER READY PROGRAM

Badger Ready is a 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) and a cumulative break in education of at least two years.

After successfully completing specific academic and program criteria, a participant is eligible to apply to UW–Madison for transfer admission. 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

## HOW TO GET IN

Prospective Badger Ready students should apply to UW–Madison using the University Special student application 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.

## CENTRAL EURASIAN STUDIES INSTITUTE

The Central Eurasian Studies Summer Institute (<https://cessi.wisc.edu/>) (CESSI) is an eight-week summer intensive language program for undergraduate and graduate students, researchers, and professionals.

Course offerings each summer are dependent on student interest and enrollment. Typical course offerings include Kazakh, Tajik, Uyghur, and Uzbek. Languages are generally offered at the beginning and intermediate level, although advanced level courses may be offered with sufficient student interest. Additional languages, such as Kyrgyz or Azerbaijani, may also be offered with sufficient interest.

CESSI is one of the Wisconsin Intensive Summer Language Institutes (<https://wisli.wisc.edu/>) (WISLI).

## INDONESIAN FLAGSHIP LANGUAGE INITIATIVE

The Indonesian Flagship Language Initiative (<https://lctcareers.wisc.edu/ifli-indonesian-flagship-language-initiative/>) (IFLI) is a special initiative of the Boren Awards for International Study (<https://borenawards.org/initiatives/>) offering awardees the opportunity for intensive language study of Indonesian and for cultural immersion by participating in domestic and overseas language programs.

IFLI students participate in a full-time domestic summer program offered at UW–Madison through SEASSI. Students will then travel abroad to Malang for a full-time fall semester of language and culture study. All participants must complete both the summer domestic and fall abroad programs.

## INTENSIVE MULTILANGUAGE SEMINAR

The Wisconsin Intensive Summer Languages Institutes (<https://wisli.wisc.edu/>) (WISLI) hosts the online Intensive Summer Multilanguage Seminar (MULTI) program (<https://multilanguage.wisc.edu/>). A program for advanced language learners and the study of rare languages, MULTI supports students to engage in online, performance-based self-instructional language study of a less commonly taught language (LCTL). The target audience for this program includes:

1. Students who have achieved such an advanced language proficiency that traditional programs no longer serve their learning needs, or
2. Students who are studying extremely rare languages that are otherwise not offered in the classroom

This program is intended to complement existing summer language programs; as such, students who are eligible to enroll in a traditional language program are **not** competitive candidates for the Intensive Summer Multilanguage Seminar.

## MIDDLE EASTERN & MEDITERRANEAN LANGUAGE INSTITUTE

The Middle Eastern and Mediterranean Language Institute (<https://medli.wisc.edu/>) (MEDLI), formerly known as the Arabic, Persian, and Turkish Language Institute (APTLI), is an eight-week summer intensive language program for undergraduate and graduate students, professionals, and nontraditional students.

Students learn speaking, reading, listening, and writing skills through classroom instruction and a full range of co-curricular activities. Students will receive eight credits and a letter grade (A–F) after completing the program. MEDLI participants must complete both four-week sessions for a total of eight weeks.

MEDLI is one of the Wisconsin Intensive Summer Language Institutes (<https://wisli.wisc.edu/>) (WISLI).

## NORDSUMMER SCANDINAVIAN SUMMER LANGUAGE INSTITUTE

NORDsummer (<https://nord.wisc.edu/>) is a special eight-week intensive language program for people interested in learning Scandinavian languages. NORD allows students from all around the world to jump-start their Scandinavian language studies and have access to languages that are not commonly available elsewhere. NORDsummer is one of seven **Wisconsin Intensive Summer Language Institutes (WISLI)** and is sponsored by the **Language Program Office (LPO)** (<http://lpo.wisc.edu/>); **European Studies at UW–Madison**, a **Title VI National Resource Center**; and **German, Nordic, and Slavic+ (GNS+)** at UW–Madison. Collaborating with **WISLI**, the **LPO**, **European Studies**, and **GNS+**, offers competitive pricing for out-of-state residents, extracurricular cultural programming, and pedagogy training and support for NORD instructors.

## ODYSSEY BEYOND BARS PROGRAM

Odyssey Beyond Bars (<https://odyssey.wisc.edu/beyondbars/>) offers college programs to students incarcerated in Wisconsin state prisons and is part of the UW Odyssey Project (<https://odyssey.wisc.edu/>). The core offering is ENGL 100 Introduction to College Composition. The program is designed to jump-start the education process for students in prison who are interested in completing or pursuing college education.

## ODYSSEY PROGRAM

The Odyssey Project (<https://odyssey.wisc.edu/>) offers UW–Madison humanities classes for adult students facing economic barriers to college.

In this six-credit English literature course, students experience great works of literature, philosophy, history, and art while improving their writing and critical-thinking skills.

## PRE-BSN@HOME

In special situations, the UW–Madison School of Nursing BSN@Home (<https://nursing.wisc.edu/undergraduate/bsn-online/>) program may approve and refer perspective students to enroll as University Special students.

## PRISON EDUCATION INITIATIVE

The UW–Madison Prison Education Initiative (PEI), led by the Division of Continuing Studies and the School of Education, gives learners who are incarcerated in Wisconsin state prisons the opportunity to reframe their futures through higher education.

The PEI connects efforts across UW–Madison and Universities of Wisconsin to create collaborative UW degree and certificate programs.

## SOUTH ASIA SUMMER INSTITUTE

SASLI (<https://sasli.wisc.edu/>) is an eight-week intensive Summer Language Program hosted at UW–Madison. Students come from a variety of disciplines at institutions around the world to study one of 13 South Asian languages at the elementary, intermediate, and advanced level.

Prospective students can elect to study the first or second year of a modern South Asian language or Sanskrit, as well as the third year of Hindi, Sanskrit, or Urdu.

SASLI is one of the Wisconsin Intensive Summer Language Institutes (<https://wisli.wisc.edu/>) (WISLI).

## SOUTH ASIAN FLAGSHIP LANGUAGE INITIATIVE

The South Asian Flagship Languages Initiative (SAFLI) (<https://safli.wisc.edu/>) is a special initiative of the Boren Awards (<https://borenawards.org/initiatives/>) for International Study offering awardees the opportunity for intensive language study of Hindi and Urdu and for cultural immersion by participating in domestic and overseas language programs. Participants in SAFLI may start with no language proficiency through advanced proficiency in Hindi. The SAFLI program is administered through UW–Madison.

SAFLI-Hindi and -Urdu students participate in a full-time domestic summer program offered at UW–Madison through SASLI (<https://sasli.wisc.edu/>). SAFLI-Hindi students will then travel abroad to Jaipur, India for a full-time fall semester of language and culture study. SAFLI-Urdu students must select a program for the study of Urdu in India according to the rules for self-designed programs (<https://>

[www.borenawards.org/eligible-programs/](http://www.borenawards.org/eligible-programs/)). All participants must complete both the summer domestic and fall abroad programs.

## SOUTHEAST ASIAN STUDIES SUMMER LANGUAGE INSTITUTE

The Southeast Asian Studies Summer Institute (SEASSI) (<https://seassi.wisc.edu/>) is an eight-week intensive language training program for undergraduates, graduate students, professionals, and nontraditional students. Languages offered through SEASSI include: Burmese, Filipino, Hmong, Indonesian, Javanese, Khmer, Lao, Thai, and Vietnamese.

SEASSI is one of the Wisconsin Intensive Summer Language Institutes (<https://wisli.wisc.edu/>) (WISLI).

## SUMMER INTENSIVE PORTUGUESE INSTITUTE

The Summer Intensive Portuguese Institute (SIPI) (<https://sipi.wisc.edu/>) is a special eight-week course designed for people wishing to study beginning Brazilian Portuguese intensively. Students should have at least two to three years of experience in Spanish or another Romance language.

SIPI is one of the Wisconsin Intensive Summer Language Institutes (<https://wisli.wisc.edu/>) (WISLI).

## TURKISH FLAGSHIP LANGUAGE INITIATIVE

The Turkish Flagship Language Initiative (TURFLI) (<https://medli.wisc.edu/turkish-flagship-language-initiative/>) is a special initiative of the Boren Awards (<https://borenawards.org/initiatives/>) for International Study offering awardees the opportunity for intensive language study of Turkish and for cultural immersion by participating in domestic and overseas language programs. Participants in TURFLI may start with no language proficiency through advanced proficiency in Turkish. The TURFLI program is administered through UW–Madison.

TURFLI students participate in a full-time domestic summer program offered at UW–Madison through MEDLI (<https://medli.wisc.edu/>). Students will then travel abroad to Baku for a full-time fall semester of language and culture study. All participants must complete the summer domestic and fall abroad programs.

## PROFESSIONAL OR PERSONAL DEVELOPMENT

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 the professional or personal enrichment classification (UNDS). This may include:

- 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

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.

## HOW TO GET IN

### HOW TO GET IN

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 classification 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.

## TYPES OF STUDY

### TYPES OF STUDY

- Arboretum (p. 46)
- Greater Madison Writing Project (p. 46)
- School of Education (p. 46)
- Social Work Licensure (p. 46)

## ARBORETUM

The Earth Partnership Institute (<https://earthpartnership.wisc.edu/>) provides professional development in restoration education. Each institute is place-based and responsive to the community and culture. Graduate-level credits are available through the UW–Madison Department of Curriculum and Instruction. ACSSS is the admitting office for credit programming.

## GREATER MADISON WRITING PROJECT

The Greater Madison Writing Project (GMWP) Summer Institute (<https://gmwp.wisc.edu/summer-institute/>) provides professional development in writing for educators who work with student-writers in all academic content areas and at all grade levels, kindergarten through college. ACSSS is the admitting office.

## SCHOOL OF EDUCATION

The office of Professional Learning and Community Education (PLACE) (<https://place.education.wisc.edu/>) offers credit (and noncredit) programming for teachers and other education professionals. ACSSS is the admitting office for credit programming.

## SOCIAL WORK LICENSURE

- The School of Social Work (<https://socwork.wisc.edu/programs/post-msw-program/>) welcomes students who are taking coursework for clinical or school licensure and individuals needing continuing education credits. ACSSS is the admitting office for individuals in this category.

## SENIOR GUEST AUDITOR

Wisconsin residents who are 60 years of age or older by the beginning of the term qualify to audit courses. The opportunity is only for lecture courses with the instructor's approval and if space is available.

### 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 including American Sign Language (ASL); studio and performing arts including music; writing, math, and computer lab courses; independent study and directed study; and 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

### HOW TO GET IN

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.

## UNDERGRADUATE CERTIFICATES AVAILABLE FOR SPECIAL STUDENTS

### 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, Certificate (<http://guide.wisc.edu/undergraduate/letters-science/anthropology/archaeology-certificate/>)
- Computer Sciences, Certificate (<http://guide.wisc.edu/undergraduate/letters-science/computer-sciences/computer-sciences-certificate/>)
- Dance Studies, Certificate (<http://guide.wisc.edu/undergraduate/education/dance/dance-studies-certificate/>)
- East Asian Studies, Certificate (<http://guide.wisc.edu/undergraduate/letters-science/institute-regional-international-studies/east-asian-studies-certificate/>)
- Graphic Design, Certificate (<http://guide.wisc.edu/undergraduate/education/art/graphic-design-certificate/>)
- Mathematics, Certificate (<http://guide.wisc.edu/undergraduate/letters-science/mathematics/mathematics-certificate/>)
- Religious Studies, Certificate (<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 and Indigenous Studies, Certificate (<http://guide.wisc.edu/undergraduate/letters-science/american-indian-indigenous-studies/american-indian-indigenous-studies-certificate/>)
- Art Studio, Certificate (<http://guide.wisc.edu/undergraduate/education/art/art-studio-certificate/>)
- Dance Education, Certificate (<http://guide.wisc.edu/undergraduate/education/dance/dance-education-certificate/>)

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

## VISITING INTERNATIONAL STUDENTS

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.

The Visiting International Student Program (VISP) 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 VISP participants are admitted by ACSSS. Details about the program, admissions criteria, and student experience are provided on the VISP webpage (<https://visp.wisc.edu/>).

### HOW TO GET IN

#### HOW TO GET IN

Any international student who has completed at least one semester of college/university study and meets language proficiency requirements (<https://visp.wisc.edu/eligibility/>) 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 have 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 have completed an undergraduate degree and may or may not have started a graduate program. No additional requirements apply for students in this classification. **UIGL** is the designation on the admissions application and course roster.
- **Dissertator-level** students have completed all graduate coursework and are currently working on a dissertation, or have completed a PhD. No additional requirements apply for students in this classification. **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 VISIP website (<http://www.visp.wisc.edu/apply.htm>). VISIP 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.

## TYPES OF STUDY

### TYPES OF STUDY

- Agricultural & Applied Economics Thematic Track (p. 48)
- Business Thematic Track (p. 48)
- Computer Sciences Thematic Track (p. 48)
- Economics Thematic Track (p. 48)
- Educational Policy Studies Thematic Track (p. 49)
- English Second Language Thematic Track (p. 49)
- Finance Thematic Track (p. 49)
- Geosciences Thematic Track (p. 49)
- Human Development & Family Studies Thematic Track (p. 49)
- Industrial Systems Engineering Thematic Track (p. 49)
- Law Thematic Track (p. 49)
- Mathematics Thematic Track (p. 49)
- Mechanical Engineering Thematic Track (p. 50)
- Medical Physics Thematic Track (p. 50)
- Physics Thematic Track (p. 50)
- Political Science Thematic Track (p. 50)
- Statistics Thematic Track (p. 50)
- Traditional Track (p. 51)

students at the undergraduate, graduate, or dissertator level (<https://visp.wisc.edu/fulltime/>).

## BUSINESS THEMATIC TRACK

Through the School of Business Thematic VISIP Program (<https://visp.wisc.edu/thematic-wsb/>), students enroll in courses with topics that change each summer. Students from any major are welcome to apply.

Participants must meet the VISIP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission to this program with the exception of the language proficiency score. Consult the track's webpage (<https://visp.wisc.edu/thematic-wsb/>) for specific score information.

This thematic track admits students at the undergraduate and graduate levels. No background in business is required.

This program is available in the summer term only. Students interested in taking courses in the School of Business during the fall or spring semesters must apply through the Traditional VISIP track (<https://visp.wisc.edu/academics/>) instead.

## COMPUTER SCIENCES THEMATIC TRACK

Students in the UW-Madison Computer Sciences Thematic VISIP program (<https://visp.wisc.edu/thematic-cs/>) are able to choose three to four courses related to their area of interest in computer sciences.

Participants must meet the VISIP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits students at the undergraduate or graduate level (<https://visp.wisc.edu/fulltime/>).

Applicants to this thematic track must also have completed specific coursework. Please refer to the track webpage (<https://visp.wisc.edu/thematic-cs/>) for exact course requirements. The equivalent of junior or senior standing from the student's home institution is preferred for undergraduate applicants.

Students can participate in the fall and/or spring semester. Summer term may also be available with limited offerings.

## AGRICULTURAL & APPLIED ECONOMICS THEMATIC TRACK

The Agricultural and Applied Economics Department (<https://visp.wisc.edu/thematic-aae/>) invites international students to take courses within their department.

Students can choose to enter the general cohort or one of the concentration areas: Quantitative and Applied Economics (QAE), International Development (ID), or Food Industry Management (FIM). Each concentration area has field-specific course offerings with a targeted plan of next steps.

Participants must meet the VISIP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits

## ECONOMICS THEMATIC TRACK

The Department of Economics offers courses as part of the Thematic Visiting International Student Program in Economics (<https://visp.wisc.edu/thematic-econ/>). Flexibility to take other courses in our broader program may be allowed if seats are available. Students can enroll in the program for one semester in either fall or spring or may enroll for two semester beginning in fall.

Participants must meet the VISIP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits students at the undergraduate, graduate, or dissertator level (<https://visp.wisc.edu/fulltime/>).

## EDUCATIONAL POLICY STUDIES THEMATIC TRACK

The Department of Educational Policy Studies (<https://visp.wisc.edu/thematic-eps/>) welcomes visiting international students to their specialized thematic track program. Students will take 12 credits per semester in courses at the local, national, and international level.

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits students at the undergraduate level (<https://visp.wisc.edu/fulltime/>).

Students can participate in the fall and/or spring semester.

## ENGLISH SECOND LANGUAGE THEMATIC TRACK

Not currently offered.

## FINANCE THEMATIC TRACK

Not currently offered.

## GEOSCIENCES THEMATIC TRACK

The UW–Madison Department of Geoscience (<https://visp.wisc.edu/thematic-geosci/>) offers a Visiting International Student Program thematic track for undergraduates in the geosciences.

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits students at the undergraduate, graduate, or dissertator level (<https://visp.wisc.edu/fulltime/>). Undergraduate-level students should be in their junior or senior year and should be studying geosciences or a related field such as geobiology, hydrogeology, or geological engineering.

Students can participate in the fall and/or spring semester.

## HUMAN DEVELOPMENT & FAMILY STUDIES THEMATIC TRACK

Not currently offered.

## INDUSTRIAL SYSTEMS ENGINEERING THEMATIC TRACK

The Industrial Systems Engineering thematic track (<https://visp.wisc.edu/thematic-isye/>) curriculum is set up to provide a diversified background and at the same time allow choices according to individual interests.

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits students at the undergraduate, graduate, or dissertator level (<https://visp.wisc.edu/fulltime/>). Dissertator applicants are accepted pending an available faculty member in the primary field of study.

Students can participate in the fall and/or spring semester as well as in the summer term.

## LAW THEMATIC TRACK

In the VISP Law thematic track program (<https://visp.wisc.edu/thematic-law/>), students can enroll in courses within the Law School. Credits earned in the VISP Law thematic track program may be used to meet requirements for the LL.M graduate degree program.

Admission to the graduate program is a separate admissions process and is not to be considered a guaranteed element of the VISP thematic track program offering. Questions regarding admission to the graduate program should be addressed to the University of Wisconsin Law School Graduate Programs office at [GPO@law.wisc.edu](mailto:GPO@law.wisc.edu).

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits students at the undergraduate level (<https://visp.wisc.edu/fulltime/>) who are currently pursuing an LL.B. Students in other undergraduate majors who have completed a significant number of law courses may also be considered.

Students can participate in the fall or spring semester.

## MATHEMATICS THEMATIC TRACK

The Department of Mathematics (<https://visp.wisc.edu/thematic-math/>) invites international students to take a variety of courses in mathematics within the department.

After their first year as a nondegree visiting student, VISP students have the option to apply to continue their studies in the Mathematics Masters of Arts – Foundations of Advanced Studies graduate degree program (<https://math.wisc.edu/visp/>). Those intending to apply may be able to take some MA course requirements as a VISP student. However, admission to the graduate program is a separate admissions process and is not to be considered a guaranteed element of the VISP thematic track program offering. Questions regarding admission to the graduate program should be addressed to [visp@math.wisc.edu](mailto:visp@math.wisc.edu).

This thematic track admits students at the undergraduate level (<https://visp.wisc.edu/fulltime/>).

Participants must start in the fall term and stay for an academic year.

## MECHANICAL ENGINEERING THEMATIC TRACK

Participants in the Mechanical Engineering Visiting International Student Program (<https://visp.wisc.edu/thematic-me/>) are guaranteed enrollment in a cohesive set of senior-level courses in the department. Additionally, students have access to the entire College of Engineering course catalog to put together a program that meets their needs.

VISP participants who successfully complete an academic year in this program and receive a grade of B or better in classes have the option to apply for preferred admission to the accelerated Master of Science in Mechanical Engineering (<https://guide.wisc.edu/graduate/mechanical-engineering/mechanical-engineering-ms/mechanical-engineering-accelerated-program-ms/>) degree program.

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. Applicants to this thematic track should have at least completed their junior or senior level in a mechanical engineering curriculum. This thematic track admits students at the undergraduate, graduate, or dissertator level (<https://visp.wisc.edu/fulltime/>).

Students can participate in the fall and/or spring semester as well as in the summer term.

## MEDICAL PHYSICS THEMATIC TRACK

The Department of Medical Physics invites international students to take courses within their department through the MP-VISP Thematic Track program (<https://visp.wisc.edu/thematic-medphys/>). Students will take a core set of courses for 23–24 credits during the final year of their undergraduate degree.

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track exclusively admits students at the undergraduate level (<https://visp.wisc.edu/fulltime/>) who are in their final year of study at their home university abroad. Applicants to the program will be selected by the Medical Physics VISP Admissions committee to evaluate undergraduate course preparation.

Applicants must be enrolled in an undergraduate physics major or applied physics disciplines and have completed specific coursework found on the track's webpage (<https://visp.wisc.edu/thematic-medphys/>).

Students will only be admitted to start the program in the fall semester and must enroll in both the fall and spring semesters.

## PHYSICS THEMATIC TRACK

The Department of Physics invites international students to take courses within their department through the VISP thematic track in Physics

(<https://visp.wisc.edu/thematic-physics/>). This thematic track admits students at the undergraduate, graduate, or dissertator level (<https://visp.wisc.edu/fulltime/>).

Physics courses beyond the introductory level do not necessarily have explicit prerequisites in mathematics but are mathematical and quantitative in nature. VISP students interested in taking intermediate and advanced physics courses as part of this VISP thematic track program should have completed, or are in the process of completing intermediate math classes.

Available for fall and spring semesters and during the summer term. Most physics courses are offered during both the fall and spring semesters. Summer term courses are available at the introductory level.

## POLITICAL SCIENCE THEMATIC TRACK

Visiting international students admitted to the Political Science Visiting International Student Program (<https://visp.wisc.edu/thematic-political/>) will be able to choose from a range of upper-level courses in the department throughout the year.

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. This thematic track admits students at the undergraduate, graduate, or dissertator level (<https://visp.wisc.edu/fulltime/>).

Students can participate in the fall and/or spring semester as well as in the summer term. Summer term students will focus on one subject which changes each year.

## STATISTICS THEMATIC TRACK

The Department of Statistics (<https://visp.wisc.edu/thematic-stat/>) invites international students to take a variety of courses in statistics and data science. Students will have a mix of coursework including a core set of courses for 15 credits and a choice of electives.

After their first year as a nondegree visiting student, VISP students have the option to apply to continue their studies in the MS Statistics: Statistics and Data Science graduate degree program (<https://stat.wisc.edu/graduate-studies/data-science-option/>). Those intending to apply may be able to take some of the MS Statistics: Statistics and Data Science course requirements as a VISP student. However, admission to the graduate program is a separate admissions process and is not to be considered a guaranteed element of the VISP thematic track program offering. Questions regarding admission to the graduate program should be addressed to [visp-msds@stat.wisc.edu](mailto:visp-msds@stat.wisc.edu).

Participants must meet the VISP eligibility criteria (<https://visp.wisc.edu/eligibility/>) for admission into this program. Applicants to this thematic track must also have completed the specific coursework listed on the track's webpage (<https://visp.wisc.edu/thematic-stat/>).

This thematic track admits students at the undergraduate level (<https://visp.wisc.edu/fulltime/>).

Participants must start in the fall term and stay for an academic year.

## TRADITIONAL TRACK

The Traditional VISP Track (<https://visp.wisc.edu/>), welcomes nondegree international students for short-term study on our campus. VISP participants are admitted as University Special students to take UW–Madison coursework.

Traditional VISP track students select courses offered across the offerings at UW–Madison. Depending on course availability, students can choose to focus on one or two academic areas or try courses in several departments to create the right schedule for them.

## 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 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

### 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/](https://www.admissions.wisc.edu/)) to change their admission term from fall to summer.

## BUSINESS EXCHANGE (UNDERGRADUATE/ GRADUATE)

Overview

### HOW TO GET IN

### HOW TO GET IN

# INDEX

Actuarial Science, Capstone Certificate .....	5	Global Health Online, Capstone Certificate .....	23
Advanced GIS, Capstone Certificate .....	7	Greater Madison Writing Project .....	46
Agricultural & Applied Economics Thematic Track .....	48	Guest Auditor .....	41
Applied Bioinformatics, Capstone Certificate .....	8	High School Students .....	41
Applied Drug Development, Capstone Certificate .....	9	High School Summer Residential Program .....	42
Applied Engineering Management, Capstone Certificate .....	10	Human Development & Family Studies Thematic Track .....	49
Arboretum .....	46	Implementation Science and Community Health Outcomes, Capstone Certificate .....	24
Badger Ready Program .....	43	Indonesian Flagship Language Initiative .....	44
Business Exchange (Undergraduate/Graduate) .....	41	Industrial Systems Engineering Thematic Track .....	49
Business Exchange (Undergraduate/Graduate) .....	51	Infant, Early Childhood and Family Mental Health, Capstone Certificate .	26
Business Thematic Track .....	48	Intensive Multilanguage Seminar .....	44
Capstones .....	4	Law Thematic Track .....	49
Central Eurasian Studies Institute .....	44	Mathematics Thematic Track .....	49
Clinical and Health Informatics, Capstone Certificate .....	11	Mechanical Engineering Thematic Track .....	50
Clinical Nutrition, Capstone Certificate .....	12	Medical Physics Thematic Track .....	50
Communication Sciences and Disorders, Capstone Certificate .....	14	Middle Eastern & Mediterranean Language Institute .....	44
Community and Nonprofit Leadership, Capstone Certificate .....	15	Nondegree/Visiting Student Guide .....	3
Computer Sciences for Professionals, Capstone Certificate .....	16	NORDsummer Scandinavian Summer Language Institute .....	44
Computer Sciences Thematic Track .....	48	Odyssey Beyond Bars Program .....	44
Consumer Health Advocacy, Capstone Certificate .....	18	Odyssey Program .....	44
Cytotechnology .....	39	Online Only .....	42
Data Analytics for Decision Making, Capstone Certificate .....	19	Other .....	42
Early College Credit Program .....	42	Physics Thematic Track .....	50
Economics Thematic Track .....	48	Political Science Thematic Track .....	50
Educational Policy Studies Thematic Track .....	49	Polymer Processing & Manufacturing, Capstone Certificate .....	28
English Second Language Thematic Track .....	49	Post-Baccalaureate Prerequisite Coursework .....	43
Finance Thematic Track .....	49	Post-Graduate Psychiatric Nursing, Capstone Certificate .....	29
Formal Exchange Students .....	40	Power Conversion and Control, Capstone Certificate .....	31
Fundamentals of Clinical Research, Capstone Certificate .....	20	Powertrain Electrification, Capstone Certificate .....	33
Geosciences Thematic Track .....	49	Pre-BSN@Home .....	45
GIS Fundamentals, Capstone Certificate .....	21	Preselected Special .....	43
		Prison Education Initiative .....	45
		Professional or Personal Development .....	45

Psychoactive Pharmaceutical Investigation, Capstone Certificate .....	34
Quality Assurance and Regulatory Affairs in Biotechnology, Capstone Certificate .....	35
School of Education .....	46
Senior Guest Auditor .....	46
Social Work Licensure .....	46
South Asia Summer Institute .....	45
South Asian Flagship Language Initiative .....	45
Southeast Asian Studies Summer Language Institute .....	45
Spanish-English Bilingual-Bicultural Education, Capstone Certificate ....	36
Statistics Thematic Track .....	50
Summer Intensive Portuguese Institute .....	45
Traditional Track .....	51
Turkish Flagship Language Initiative .....	45
Undergraduate Certificates Available for Special Students .....	47
User Experience Design, Capstone Certificate .....	38
Visiting International Students .....	47
Visiting University Students .....	51