

Proposed Revisions to Faculty document 3206R2

POLICIES AND PROCEDURES FOR THE DEVELOPMENT, STRUCTURE, AND ADMINISTRATION OF GRADUATE CERTIFICATE PROGRAMS.

Rationale for and summary of revisions:

(Page numbers refer to marked-up copy)

Major changes/edits

1. Title was changed to include certificate program reviews. Faculty document 3207R2 was merged with Faculty document 3206R2 (see 11 and 12 below).
2. Full policy was reorganized (text moved) to allow for insertion of multi-institutional certificates (including requiring that >50% of credits have to be taken at UWM; identifying that a lead UWM school or college has to be identified; allowing for transfer credits up to 50%; requiring a list of faculty from the partnering institution).
3. Throughout document - Double counting of credits restated using language of “credit sharing.”
Rationale: To be consistent with updates in language used in more recent policy amendments coming from the Graduate School.
4. Language was removed that specified that graduate faculty teach all courses in a graduate certificate.
Rationale: This was deemed redundant in that graduate courses are taught by UWM faculty or by individuals approved by the degree programs.
5. Language was added from Faculty Document 3197R1 to state that “graduate certificate reviews may be combined with full graduate program reviews or follow-up reviews of the home department.”
Rationale: Consistency with other policy.
6. Page 1 – Added text to clarify that an Administrative Home must be a single program or department, regardless if sponsored by multiple units or institutions.
7. Page 2 – Added text to state that the certificate program director should be ex-officio on the certificate advisory committee, if an advisory committee is part of the respective certificate program.
8. Page 2 – Condensed and clarified the approval pathways and authority for modifications or amendments to a certificate program, including when a certificate program is sponsored by multiple units or institutions.
9. Page 3 - Multi-institutional certificates are defined (Part II- Certificate Offerings).
10. Page 4- Added a section on Articulation between UWM and external institution(s).
Rationale: An articulation will be necessary to specify the distribution of credits across universities.
11. Page 4-5- Added a section on Articulation between a Multi-institutional Certificate and a Degree Program. *Rationale: The role of transfer credits is clarified given the inherent accumulation of credits from an external partner.*

12. Page 5 – Expanded the number of products a course may count toward by clarifying that a course taken as part of a certificate may be shared toward a degree, a 2nd certificate, and/or a microcredential.
Rationale: This supports the proposed stackable microcredentials to certificates pathway, while still having some constraints on how many products a course can count toward.
13. Page 5 – Added a recommendation for a plan of study.
Rationale: Supports credit tracking.
14. Pages 11-14 – Added Appendix B. This is Faculty Document 3207R2 (formerly Graduate Faculty Document 1360) for Review of Graduate Certificate Programs.
Rationale: This achieves a single document related to Graduate Certificate Development, Structure, Administration and Review (aids ease of finding documents; reduces cross referencing and errors in updating).
15. Pages 15-16 – Added Appendix C. This is Appendix A from Faculty Document 3207R2 (see above).

Minor changes/edits

1. Page 1- Text struck. Stating that most certificates function independent of a degree was determined to be unnecessary given rearranging of order of text and review of options for certificates within this policy.
2. Page 2 – Authorization for Program Modifications or Amendments. The reference to “schools” was removed to align with future campus reorganization by colleges (where schools are within colleges). Language of “college-level entity” was included and thereafter referred to as just college.
3. Pages 3-4 – Timeline. Eliminated the 3-year completion timeline for certificates under 18 credits and adopted a 4-year timeline despite credits.
4. Page 5 – Minimum qualifications (admission to a graduate certificate). Added language to allow for an exception to the 2.75 GP requirement, **when an applicant is also admitted to a graduate program with specific alternative admission requirements.**
5. Appendix A:
 - 1.2 – Added “external institution” to accommodate multi-institutional certificates.
 - 1.3 – Removed the reference to schools to align with campus reorganization by colleges.
 - 5.1.2 – Added a prompting question describing a multi-institutional program.
 - 5.5 – Clarified timeline
 - 5.8 – Added text to require a list of participating faculty (including rank and status) at a partner institution for a multi-institutional certificate program.
6. Appendices B and C. Updated committee designation from Graduate Faculty Subcommittee on Graduate Program Reviews (GPR) to Graduate Program Review Committee (GPRC).