# MA 081EDU: ART

Export to PDF Add Comment

# IN WORKFLOW

- 1. ART Dept. Approver (drosenb1@wisc.edu; bgerloff@wisc.edu; ejach@wisc.edu; ckelley@wisc.edu; ganser@wisc.edu)
- 2. EDU School Admin Reviewer (bgerloff@wisc.edu; ckelley@wisc.edu; ejach@wisc.edu; sychta@wisc.edu)
- 3. EDU School Approver (dhess@wisc.edu; bgerloff@wisc.edu; ejach@wisc.edu; ckelley@wisc.edu; sychta@wisc.edu)
- 4. APIR Admin (mrschultz3@wisc.edu; jlmilner@wisc.edu; meyoung@wisc.edu)
- 5. GFEC Approver (karpus@wisc.edu; pramanat@wisc.edu; abergholz@wisc.edu; emreynolds2@wisc.edu)
- 6. UAPC Approver (jkscholz@wisc.edu; jlmilner@wisc.edu; mrschultz3@wisc.edu; laleininger@wisc.edu)
- 7. APIR Admin (mrschultz3@wisc.edu; jlmilner@wisc.edu; meyoung@wisc.edu)
- 8. Registrar (sjgolueke@wisc.edu; wclipske@wisc.edu; jbrown42@wisc.edu)

### APPROVAL PATH

- Mon, 01 Jul 2019 19:10:03 GMT Julie M Ganser (ganser): Approved for ART Dept. Approver
- Mon, 01 Jul 2019 20:32:17 GMT
   Barbara K Gerloff (bgerloff): Rollback to ART Dept. Approver for EDU School Admin Reviewer

# **HISTORY**

- 1. Sep 19, 2018 by clmig-smenda
- 2. Apr 26, 2019 by Melissa Rose Schultz (mrschultz3)

Date Submitted: Mon, 01 Jul 2019 18:54:07 GMT

**VIEWING: MA 081EDU: ART** 

LAST APPROVED: FRI, 26 APR 2019 17:22:40 GMT LAST EDIT: MON, 09 SEP 2019 12:47:34 GMT

Changes proposed by: martz2

Catalog Pages Using this Program

Art, M.A. (http://guide.wisc.edu/graduate/art/art-ma)

Final Catalog

Rationale for Inactivation

Name of the school or college academic planner who you consulted with on this proposal.

#### Name

Carolyn Kelley - EDU

Proposal Abstract/Summary:

The Art Department is requesting that the Art MA be changed to a non-admitting masters degree.

| Type of Approval  |
|---|
| Governance Approval Needed  |
| If approved, what term should the proposed change be effective?   |
| Spring 2020 (1204) [Oct. Midcycle]  |
| Select yes if this proposal is only to add, remove, or rearrange curricular requirements, and will change less than 50% of the curriculum |
| No  |
| BASIC INFORMATION   |
| Program State:  |
| Active  |
| Type of Program:  |
| Degree/Major  |
| Parent Program:   |
| Upload the Approved Notice of Intent and UW System Approval Memo.   |
| Upload completed draft of the full Board of Regents Authorization Proposal for this program.  |
| Parent Audience:  |
| Who is the audience?  |
| Graduate or professional  |
| Parent Home Department:   |
| Home Department:  |
| ART   |
| Parent School/College:  |

| School/College:   |
|---|
| School of Education   |
|   |
| The program will be governed by the home department/academic unit as specified. Will an additional coordinating or oversight committee be established for the program?  |
| No  |
|   |
| Describe procedures under which the coordinating/oversight committee will operate, including how the committee chair is appointed, to whom the chair reports, how participating faculty and staff are identified, provisions for transitions in the committee, and processes for interaction with the hom department. |
|   |
| Parent is in the Graduate School:   |
|   |
| Is this in the Graduate School?   |
| Yes   |
| Award:  |
| Master of Arts  |
| Waster of Arts  |
| Other Award Name:   |
|   |
|   |
| SIS Code:   |
| MA 081EDU   |
|   |
| SIS Code (BS):  |
|   |
| SIS Description:  |
| Art MA  |
|   |
| SIS Description (BS):   |
| Transcript Title:   |
| Art   |
|   |
| Will this name change apply to all enrolled students in the same term (turn-key)?   |

| Named Options:   |
|--|
| Does the parent program offer this as an additional major as well?   |
| Will this be offered as an additional major as well?   |
| Explain the program's process for reviewing joint degree proposals from students.  |
| Describe the reason for offering the program as an additional major. Include evidence of student interest and demand, how the additional major benefits the students' learning experience, and describe how the program has capacity in course offerings and advising to support the additional major. |
| Provide information on which degree/majors it will likely be combined with most frequently and provide evidence that such combinations will not extend student time to degree beyond the standard four academic years.   |
| Briefly describe the process the student follows to get permissions to declare the additional major from the primary degree/major and the additional major offering unit.  |
| Will a doctoral minor be required?   |
| Explain the rationale for the decision.  |
| Describe the alternate breadth training resources that will be made available to/required of students.   |
| Is this a non-admitting master's degree? Yes   |
| SUSPENSION AND DISCONTINUATION   |

What is the date by which you will submit a plan to resolve the suspended status, if approved?

| What is the last term that a student could declare this program?  |
|---|
| What is the last term that students may be enrolled in or complete the program?   |
| What is the timeline and advance communication plan?  |
| Explain the precipitating circumstances or rationale for the proposal.  |
| What is the potential impact on enrolled students?  |
| What is the potential impact on faculty and staff?  |
| Explain and provide evidence of efforts made to confer with and to notify faculty and staff.  |
| Explain and provide evidence of efforts made to confer with and to notify current students.   |
| Explain and provide evidence of efforts made to confer with and to notify alumni and other stakeholders.  |
| Teach-out plan - How will program quality be maintained during the suspended period or the teach-out period for discontinued programs?  |
| Teach-out plan: A) For currently enrolled students, how will required courses, curricular elements, advising and other student services be provided?                                    |
| Teach-out plan: B) For prospective students in the admissions pipeline, how are any commitments being met or needs to notify them that their program of interest will not be available? |
| Teach-out plan: C) For stopped out students, what provisions are made for their re-entry? What program(s) will they be re-entered into?   |

Teach-out plan: D) Provide any other information relevant to teach-out planning.

Roles by Responsibility. List one person for each role in the drop down list. Use the green + to create additional boxes.

| Role Type                     | Name (Last, First)     | Email               | Phone        | Title |
|-------------------------------|------------------------|---------------------|--------------|-------|
| Department Chair              | Rosenberg, Douglas P   | drosenb1@wisc.edu   | 608/262-3380 |       |
| Faculty Director              | Mitchell, Meghan Marie | mmmitchell2@wisc.ed | J.           |       |
| Primary Dean's Office Contact | Kelley, Carolyn J      | ckelley@wisc.edu    | 608/263-5733 |       |

# List the departments that have a vested interest in this proposal. **Departments** Art (ART) Are all program reviews in the home academic unit up to date? Yes Please explain. Are all assessment plans in the home academic unit up to date? Yes Please explain. Are all assessment reports in the home academic unit up to date? Yes Please explain. Mode of Delivery: Face-to-Face (majority face-to-face courses)

Provide information on how any lab courses required for the degree will be handled.

Will this program be part of a consortial or collaborative arrangement with another college or university?

| Upload proposal:   |
|--|
| Will instruction take place at a location geographically separate from UW-Madison?                 |
| Upload proposal:   |
| Parent has outside accreditation:  |
| Will this program have outside accreditation? Yes  |
| Parent Guide Accreditation tab   |
| Guide Accreditation tab  |
| ACCREDITATION  National Association of Schools of Art and Design (https://nasad.arts-accredit.org) |
| Accreditation status: Accredited. Next accreditation review: 2025–2026.                            |
| Will graduates of this program seek licensure or certification after graduation?                   |
| Graduates of parent program seek licensure or certification after graduation.                      |
| Parent Guide Certification/Licensure tab   |
| Guide Certification/Licensure tab  |
| First term of student enrollment:  |
| When will the application for the first term of enrollment open?                                   |

| Which terms will you allow new students to enroll? What are the application deadlines for each term selected?   |
|---|
| Year of three year check-in to GFEC (3 years after first student enrollment):   |
| Year of first program review (5 years after first student enrollment):  |
| If this proposal is approved, describe the implementation plan and timeline.  |
| RATIONALE AND JUSTIFICATIONS  |
| How does the named option relate to the major and to other named options in the major, if relevant?   |
| Why is the program being proposed? What is its purpose?   |
| How is the certificate program designed to complement the degree/major of participating students?   |
| What is its relation to the institution's mission? (Consider the mission broadly as a major research university with missions in teaching, research, service, and the Wisconsin Idea.) How does it contribute to the mission of the sponsoring unit(s)? |
| Do current students need or want the program? Provide evidence.   |
| What is the market, workforce, and industry need for this program? Provide evidence.  |
| How does the program represent emerging knowledge, or new directions in professions and disciplines?  |

| In what ways will the program prepare students through diverse elements in the curriculum for an integrated and multicultural society (may include diversity issues in the curriculum or other approaches)?  |
|--|
| What gap in the program array is it intended to fill?  |
| What is the rationale for this change?   |
| The Art Department is requesting that applications to the Master of Art in Art no longer be accepting or processed in the application system. We do not admit students directly to the MA program; this degree is only granted to students on their way to the MFA degree. It may also be conferred to students who have completed 30 credits of coursework (as is required of all master's programs). |
| What evidence do you have that these changes will have the desired impact?   |
| This master's program is offered for work leading to the MFA. Students may not apply directly for the master's, and should instead see the admissions information for the MFA.   |
| What is the potential impact of the proposed change(s) on enrolled students?   |
| What is the potential impact of the proposed change(s) on faculty and staff?   |
| FACULTY AND STAFF RESOURCES  |
| List the core program faculty and staff with title and departmental affiliation(s) who are primarily involved and will participate in the delivery and oversight.  |
| What resources are available to support faculty, staff, labs, equipment, etc. ?  |
| Program advisor(s) with title and departmental affiliation(s).   |
| How will the resource load for the additional advising be met?   |
| Describe how student services and advising will be supported.  |

| Describe the advising and mentoring practices that will be used in this program, including how annual assessment of student progress will be communicated. |
|--|
| Confirm that the program advisor(s) or coordinator(s) have been consulted and reviewed this proposal.  |
| Select the Graduate Research Scholars Community for this program.  |
| School of Education Graduate Research Scholars   |
| RESOURCES, BUDGET, AND FINANCE   |
| Is this a revenue program?   |
| What is the tuition structure for this program?  |
| Select a tuition increment:  |
| What is the rationale for selecting this tuition increment?  |
| Will segregated fees be charged?   |
| If segregated fees will not be charged, please explain.  |
| Upload the proposal for market based tuition:  |
| Provide a summary business plan.   |
|  |

Provide an overview of plans for funding the program including but not limited to program administration, instructional/curricular delivery, technology

needs and program assessment.

| What is the marketing plan?   |
|---|
| Describe resource and fiscal considerations - A. Provide an overview of plans for funding the program including program administration, instructional/curricular delivery, academic and career advising, technology needs, marketing (if relevant), financial aid and scholarships (if relevant), capacity for student learning outcomes assessment and program review.   |
| Describe resource and fiscal considerations - B. Are the faculty, instructional staff and key personnel existing or new faculty and staff? If they already serve existing programs, how are they able to add this workload? If new faculty and staff will be added, how will they be funded?  |
| Describe resource and fiscal considerations - C. What impacts will the program have on staffing needs beyond the immediate program? How are those needs being met?  |
| Describe resource and fiscal considerations - D. For graduate programs, describe plans for funding students including but not limited to funding sources and how funding decisions will be made.  |
| UW System Administration and the Board of Regents require submission of budget information in a specific format. These forms will be completed in collaboration with APIR after school/college approval and before submission to UWSA for Board consideration. These forms are uploaded here by APIR.   |
| Given considerations associated with the proposed change, describe the academic unit's fiscal capacity to support the instructional and curricular requirements, academic and career advising, student support services, technology needs, and relevant assessment of student learning and program review requirements. Is there sufficient capacity in the curricular and academic support services to meet the additional workload? For research graduate programs, include information on how the program will be administered and how student funding will be handled. For undergraduate programs, include information on academic advising, career advising, student support services. |
| Does the program or change require substantial new resources other than those just described? Describe the needs. Confirm that the dean is committed to providing the resources.  |
| Are new Library resources needed to support this program?   |
| Provide a summary of the requirements.  |

| Memo from the Libraries confirming that the needs can be addressed.   |
|---|
| Describe plans for funding students including but not limited to funding sources and how funding decisions are made.  |
| Will you be seeking federal financial aid eligibility for this Capstone program?  |
| Capstone program students are eligible for federal financial aid (usually loans) if the participate in Gainful Employment (GE) requirements, that is, the prepare students for employment in a recognized occupation. For information about gainful employment requirements see: https://studentaid.ed.gov/sa/about/data-center/school/ge |
| Identify the SOC codes most closely associated with the occupational preparation the Capstone provides.   |
| What program-specific financial aid, if any, is available for this program?   |
| What is time period that this program is designed to be completed in by the typical student?  |
| Gainful Employment requirements come with the need to track employment of graduates and provide additional reports – does the program have the capacity to complete these requirements?   |
| CURRICULUM AND REQUIREMENTS   |
| If you are proposing a change to the curriculum, what percentage of the curriculum is changing?  No change  |
| Provide an explanation of the reasons for such a substantial curricular change, the potential impact on students, availability of courses, and plan for transition.   |
| Which students are eligible for the certificate?  |
| List the specific schools and colleges.   |
| Provide justification for the limits.   |
|   |

| Is this certificate available to University Special (non-degree seeking students)?   |
|--|
| Which University Special students are eligible for the certificate?  |
| Describe certificate program procedures to advise students who do not complete the certificate to notify the program advisor if they re-enroll as a University Special student to complete the certificate.  |
| Describe certificate program procedures to notify Adult Career and Special Student Services (ACSSS) of those University Special students who are formerly unaffiliated with the program who intend to complete a certificate.  |
| Describe certificate program procedures to report to the Registrar's Office when a University Special student has completed the certificate and supply a list of courses that student used to fulfill certificate requirements. (Note that SIS eDeclaration and DARS are not available for University Special students.) |
| Parent Plan Admissions/How To Get In Requirements  |
| Guide Admissions/How to Get In tab   |
| This master's program is offered for work leading to the MFA. Students may not apply directly for the master's, and should instead see the admissions information for the MFA. (https://guide.wisc.edu/graduate/art/art-mfa)   |
| Describe plans for recruiting students to this program.  |
| What is the recruiting and admissions strategy for underrepresented students?  |
| Will students be declared in an intended major while completing the admission requirements?  |
| Describe how the students will be advised and the transition to other degree granting program if they are not admitted.  |
| Projected Annual Enrollment:   |

| Maximum enrollment that can be supported with existing instructional and student services resources:  |
|---|
| Describe plans for supporting enrollments that are much higher or much lower than the anticipated enrollment.   |
| Are international students permitted to enroll in this program?   |
| Those who are not familiar with using the html editor fields may upload a document with information about the curriculum for use by those who will format and edit the content that will appear in the Guide. |
| Select the school or college degree requirements that will be used.   |
| Will this program have Honors in the Major?   |
| Parent Requirements   |
| Guide Requirements tab  |
| MINIMUM GRADUATE SCHOOL REQUIREMENTS  |

Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

# **MAJOR REQUIREMENTS**

# **MODE OF INSTRUCTION**

| Face to Face | Evening/Weekend | Online | Hybrid | Accelerated |
|--------------|-----------------|--------|--------|-------------|
| Yes          | No              | No     | No     | No          |

# **Mode of Instruction Definitions**

Evening/Weekend: These programs are offered in an evening and/or weekend format to accommodate working schedules. Enjoy the advantages of on-campus courses and personal connections, while keeping your day job. For more information about the meeting schedule of a specific program, contact the program.

Online: These programs are offered primarily online. Many available online programs can be completed almost entirely online with all online programs offering at least 50 percent or more of the program work online. Some online programs have an on-campus component that is often designed to accommodate working schedules. Take advantage of the convenience of online learning while participating in a rich, interactive learning environment. For more information about the online nature of a specific program, contact the program.

**Hybrid:** These programs have innovative curricula that combine on-campus and online formats. Most hybrid programs are completed on-campus with a partial or completely online semester. For more information about the hybrid schedule of a specific program, contact the program.

Accelerated: These on-campus programs are offered in an accelerated format that allows you to complete your program in a condensed time-frame. Enjoy the advantages of oncampus courses with minimal disruption to your career. For more information about the accelerated nature of a specific program, contact the program.

# **CURRICULAR REQUIREMENTS**

| Requirements                               | Detail  |
|--|---|
| Minimum Credit Requiremen                  | t 32 credits  |
| Minimum Residence Credit<br>Requirement    | 23 credits  |
| Minimum Graduate<br>Coursework Requirement | Half of degree coursework (16 credits out of 32 total credits) must be completed graduate-level coursework; courses with the Graduate Level Coursework attribute are identified and searchable in the university's Course Guide (https://registrar.wisc.edu/course-guide/). |
| Overall Graduate GPA<br>Requirement        | 3.00 GPA required.  |
| Other Grade Requirements                   | No other specific grade requirements.   |
| Assessments and Examinations               | At the end of the fourth semester, M.A. candidates will have an oral and written review of their creative work conducted by a committee of three tenure-track professors and an optional fourth, nonsigning member.   |
| Language Requirements                      | No language requirements.   |

# **COURSES REQUIRED**

| Code   | Title   | Credits |
|--|---|---------|
| Art  |   |         |
| ART 700  | Introduction to Graduate Studies in Art                               | 3       |
| ART 908  | Seminar-Art   | 3       |
| ART 508  | Colloquium in Art   | 1       |
| Art History (Students must take two Art His            | tory courses that are >300 level)                                     | 6       |
| Outside Academic Elective >300 level (This Department) | course cannot be a studio course and must be taken outside of the Art | 3       |
| 16 additional credits chosen in consultation           | n with advisor  | 16      |
| Total Credits  |   | 32      |

| TULA | Cleuits | required |  |
|------|---------|----------|--|
|      |         |          |  |

Semesters to completion:

Parent Plan Graduate Policies

Guide Graduate Policies tab

# **GRADUATE SCHOOL POLICIES**

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

# **MAJOR-SPECIFIC POLICIES**

### **GRADUATE PROGRAM HANDBOOK**

The Graduate Program Handbook (https://art.wisc.edu/wp-content/uploads/sites/3/2017/10/Amendment-Oct-24.pdf) is the repository for all of the program's policies and requirements.

### PRIOR COURSEWORK

#### **Graduate Work from Other Institutions**

With program approval, students are allowed to count no more than 9 credits of graduate coursework from other institutions. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

# **UW-Madison Undergraduate**

No credits from a UW-Madison undergraduate degree are allowed to count toward the degree.

# **UW-Madison University Special**

With program approval, students are allowed to count no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned five or more years prior to admission to a master's degree is not allowed to satisfy requirements.

# **PROBATION**

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

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

## **ADVISOR / COMMITTEE**

All students are required to conduct a yearly progress report meeting with their major professor. Committee is formed by the end of the student's third semester for M.A. qualifiers in their fourth semester.

# **CREDITS PER TERM ALLOWED**

12 credits per semester, 13 with petition

# **TIME CONSTRAINTS**

The M.A. show of creative work must be completed by the fourth semester of the candidate's studies.

Master's degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

# **OTHER**

In the three-year program of study, students may receive both M.A. and MFA degrees.

Parent Guide Four Year Plan tab

Guide Four Year Plan tab

| Discuss expected progress to degree and time to degree. For undergraduate programs discuss considerations for supporting students to complete the degree in four academic years. |  |
|--|--|
| Provide detail on how breadth will be achieved.  |  |
| Describe part-time format (<8 credits fall and spring semesters < 4 credits summer term) here.   |  |
| Describe full-time, time-compressed, intensive format here.  |  |
| Describe other format here.  |  |

# PROGRAM LEARNING OUTCOMES AND ASSESSMENT

Parent Program Learning Outcomes

List the program learning outcomes.

|    | Outcomes – enter one learning outcome per box. Use the green + to create additional boxes.   |
|----|--|
| 1  | Demonstrate mastery in both the practice and broad understanding of major trends and the historical underpinnings, methodologies and techniques of contemporary visual art both orally and in writing.                     |
| 2  | Demonstrate and develop critical thinking skills through required coursework and additional self selected courses within the department and across campus as well as through independent study with individual professors. |
| 3  | Examine and evaluate specific examples of artistic and academic production as it relates to their area of artistic research.   |
| 4  | Gain exposure to wide set of professional resources and career opportunities.  |
| 5  | Develop and complete original research that advances a field of study in at least one of the broad based discipline areas represented in the Department of Art.  |
| 6  | Evaluate and interpret professional writing from a variety of disciplines and use this information to develop a theoretical framework for their own artistic research.   |
| 7  | Learn to develop a rigorous and sustainable studio practice.   |
| 8  | Develop independent and self directed artistic research.   |
| 9  | Learn to develop the necessary materials to submit grant proposals to professional organizations.  |
| 10 | Develop a critical position and broad understanding of the artistic field that they most closely align with through their artistic research.   |
| 11 | (Communication) Effectively communicate to diverse audiences in writing, through oral presentations and discussions.   |
| 12 | Learn to write clear and concise statements articulating the direction and intention of their research for professional publications and exhibitions.  |
| 13 | Learn to present their research both informatively and articulately to diverse audiences through public lectures and symposiums.   |
| 14 | Learn to give and receive feedback orally and in writing.  |
|    |  |

| 15 | Be provided with opportunities to engage in public outreach, exhibitions and education in the community, state and nationally.   |
|----|--|
| 16 | (Teaching effectively) Teach a variety of courses within the Department of Art foundations program for undergraduate students.   |
| 17 | Have the opportunity to apply for competitive positions as instructors of record for the following undergraduate courses in drawing, design, digital media and 20th-century art history and contemporary practices.                      |
| 18 | Be provided opportunities for mentorship in teaching methods.  |
| 19 | Be provided opportunities for observation and shadowing full time teaching faculty in the Department of Art.   |
| 20 | Be provided with diverse training that will prepare them for a range of flexible and sustainable careers (e.g., academia, industry, community engagement, museum and gallery support services, art commerce and outreach at all levels). |
| 21 | Develop broadly applicable skills in critical thinking and problem solving.  |
| 22 | Be provided with opportunities for leadership, art project management, and teamwork through collaboration, communication skills, and collaborations with academic and nonacademic partners.  |

Summarize the assessment plan.

Approved Assessment Plan:

# **RELATED PROGRAMS**

List majors and certificates that may not be earned in combination with this program.

List majors that are anticipated to frequently be completed in combination with the proposed program. For each, describe how the proposed program can be completed in combination with the major without increasing time to degree.

Provide information in related programs offered by other UW System institutions and explain the extent to which the proposed program is distinct and how it overlaps or duplicates those programs.

# **COMMITMENTS**

All required courses are approved through the school/college level.

Courses are offered on a regular basis to allow timely completion.

Courses have enrollment capacity.

Courses in the curriculum are numbered 300 or higher.

Yes

Courses in the curriculum are numbered 699 or lower.

Courses in which a student elects the pass/fail option will not count toward completion of requirements.

Special topics courses are only used if all topics count for the certificate.

All requirements must be met; exceptions that amount to waiving requirements are not permitted.

Course substitutions to the curriculum should be kept to a minimum; if substitutions are being made on a regular basis, the curriculum should be reexamined. When course substitutions are made, the substituted course should be formally added to the curriculum through governance for inclusion in the curriculum the following academic year.

Substitutions are not permitted for any course unless the substitution would be provided for every student with the same substitution request.

When the proposed certificate is made available to University Special students it is only available to those who have earned a baccalaureate degree.

Certificate program faculty and staff understand that Adult Career and Special Student Services (ACSSS) in the Division of Continuing Studies will serve as the advising, admissions, and academic dean's office for all University Special students.

Certificate program faculty and staff will work with ACSSS to monitor and advise University Special students seeking a certificate.

Certificate courses have the enrollment capacity to accommodate University Special students. Certificate program faculty and staff understand that University Special students completing the certificate will not have enrollment priority over degree-seeking undergraduate students nor University Special students enrolled in capstone certificate programs.

If completing the certificate as a University Special student, at least 12 credits towards the certificate must be earned in residence at UW-Madison, either while enrolled as a University Special student or from coursework earned while enrolled as an undergraduate at UW-Madison. (Note this is a higher residency requirement than is used for degree-seeking students.)

All of the Capstone certificate credits must be earned "in residence" (which includes on campus and distance-delivered courses) at UW-Madison while enrolled in the Capstone certificate program. Because a Capstone certificate is comprised of just a few courses, it is not appropriate for students who already have completed the same or similar coursework at UW-Madison or another institution.

At least half of the credits must be earned in residence (UW-Madison on campus, study abroad, or distance courses); exceptions to the minimum residency requirement are not permitted.

Students must earn a minimum 2.000 GPA on required certificate coursework. Completed courses listed within the certificate curriculum, whether or not they meet a specific requirement, are included in the calculation of the GPA.

Students must earn a minimum 3.000 GPA on required certificate coursework. Completed courses listed within the certificate curriculum, whether or not they meet a specific requirement, are included in the calculation of the GPA.

Students must earn a minimum grade of C on all attempted Capstone certificate coursework.

The program faculty/staff will ensure the program is encoded into DARS and will work with the Registrar's Office DARS liaison to keep approved revisions to the curriculum current.

All students will be declared into the appropriate plan code in SIS via either an admission process or e-declaration. If the student does not have the plan code on their student record in SIS the student is not considered to be in the program.

Students may complete only 1 named option within a plan code.

The program faculty/staff will ensure the program website, Advance Your Career materials if applicable, and other presentations are consistent with the Guide information for this program.

Yes

Certificate requires no more than half of the credits required for a major in a related field.

Credential will not be awarded retroactively to students who completed all of the requirements before the credential was approved.

Degree#seeking students may not be concurrently enrolled in a Capstone certificate program.

Students enrolled in Capstone certificate programs are NOT eligible for teaching assistant (TA), research assistant (RA), project assistant (PA) nor graduate fellowship support. Programs must disclose this program policy to Capstone certificate students in the recommendation of admission letter, program website, program handbook, and program orientation.

To be eligible for admission to a Capstone program, a student must hold an earned bachelor's degree or equivalent credential from an accredited college or university.

# SUPPORTING INFORMATION

List name and department of those who are in support of this proposal.

If those supporting the proposal provided a letter or email of support upload here. A letter is NOT required. Upload any other explanatory information about support from other UW-Madison units.

Additional Information:

Admissions Table Memo 2019-04-08 Graduate School Approval.pdf

### **APPROVALS**

Department Approval - This proposal has been approved by the faculty at the department/academic unit level. The program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the

| program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program.   |
|--|
| Enter any notes about approval here:   |
| Entered by:  |
| Date entered:  |
| School/College Approval - This proposal has been approved at the school/college level and it is submitted with the Dean's support. The Dean and program faculty confirm that the unit has the capacity and resources (financial, physical, instructional, and administrative) to meet the responsibilities associated with offering the program, including offering the necessary courses, advising students, maintaining accurate information about the program in the Guide and elsewhere, conducting student learning assessment and program review, and otherwise attend to all responsibilities related to offering this program. |
| Enter any notes about approval here:   |
| Entered by and date:   |
| Date entered:  |
| GFEC Approval - This proposal has been approved by the Graduate Faculty Executive Committee and the Dean of the Graduate School.   |
| Enter any notes about the approval here:   |
|  |
| Entered by:  |
| Date entered:  |
| UAPC Approval - This proposal has been approved by the University Academic Planning Council and the Provost.   |
| Enter any notes about approval here:   |
| Entered by:  |
| Date entered:  |
| FOR ADMINISTRATIVE USE   |
| Admin Notes:   |
| Guide URL:   |

/graduate/art/art-ma/

| Degree (BS):   |
|--|
| Field of Study:  |
| Arts and Humanities                                      |
| Program Length:  |
| 2  |
|  |
| National Student Clearing House Classification:  Masters |
| Wasters  |
| Plan Group:  |
| 081  |
| Educational Level:                                       |
| Masters degrees  |
| Wasters degrees  |
| Award Category:  |
| Master's   |
| Enrollment Category:                                     |
| Master's   |
|  |
| CIP Code:  |
| 50.0701 - Art/Art Studies, General.                      |
| STEMOPT:   |
| STEMOT I.  |
| UWSTEM:  |
|  |
| HEALTH:  |
| Educational Innovation Program:                          |
|  |
| Distance Education Program:                              |
| Non Traditional Program:                                 |

| Special Plan Type:  |
|---|
| CDR certificate category:   |
| Added to UW System Crosswalk:   |
| Yes   |
| Reviewer Comments   |
| Barbara K Gerloff (bgerloff) (Mon, 01 Jul 2019 20:32:17 GMT): Rollback: Rolled back at the request of Julie Ganser. |

Key: 528