## CHE Minor and Certificate Procedural Guidelines

Recognizing the need for and importance of interdisciplinary approaches to the study of past environmental and cultural changes, CHE offers a graduate certificate and PhD minor. This guide is intended to assist graduate students in navigating the process of planning for and executing the certificate or minor. All forms referenced below can be found by clicking the embedded hyperlinks or by visiting https://nelson.wisc.edu/che/teaching/certificate-phd.php. Questions about this process can be directed to CHE Associate Director at che@nelson.wisc.edu.

| Preliminary Steps |  □ Identify an appropriate advisor from among the CHE faculty associates listed on the CHE website.  
  □ Approach that faculty member and ask if they will serve as CHE minor or CHE certificate advisor.  
  ❖ You are encouraged to select a faculty advisor who is not your primary advisor in your home department. |
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| Produce an Initial Plan |  □ Identify a theme and title in consultation with your CHE faculty advisor.  
  □ Identify a Sequence of Courses with the help of your advisor. This thematically coherent sequence of courses (totaling 9 credits) relating to past environmental and cultural change should be chosen from at least two of the main divisions of UW-Madison curricula — the humanities, natural sciences, and social sciences — and should expose students to research approaches from outside their home disciplines.  
  ❖ In designing a sequence around a CHE-appropriate topic, the advisor and advisee should aim to stretch the student’s training well beyond the usual parameters of his or her discipline while producing a program that is in broad terms intellectually coherent.  
  ❖ The advisor and student will together identify which courses qualify to count for satisfying the two curricular divisions (the humanities, natural sciences, and social sciences), which will be review by the CHE Curriculum Committee.  
  ❖ Students should identify courses that would be suitable to fulfill their thematic sequence, with the understanding that it is not possible to predict what courses will be offered in future semesters. |
| File the Application |  □ Fill out the Certificate/Minor Application Form, identifying the theme, listing options for likely courses, and providing a brief rationale for this sequence.  
  □ Have your advisor sign the Application Form.  
  □ Submit a hard copy of the signed Application Form to the Associate Director, who oversees the Minor and Certificate programs.  
  □ This form will be reviewed and approved by the CHE Curriculum Committee. |
| Execute the Plan |  □ Each time you register for a minor course not specifically listed on your Application Form, inform your advisor so that you can ensure that the minor remains true to its theme and to the program’s aims of disciplinary breadth.  
  □ If you would like to make changes to your title/theme, or your advisor, complete and submit a Modification Form. |
| Certificate Students Only: Execute Additional Requirements |  □ Take the CHE Methods Seminar on interdisciplinary methods of environmental study. This course is offered each spring semester.  
  □ Attend a Place-Based Workshop, typically in the same semester you take the Methods course, since those two are frequently thematically linked. Students may apply to attend more than one Place-Based Workshop.  
  □ Present CHE-related work. This presentation can be made at the CHE Graduate Symposium held each winter on campus, or at another conference or workshop. |
| Complete |  □ Fill out the Completion Form  
  □ Meet with your advisor to review the completion form, and to obtain the advisor’s signature on the completed sequence.  
  □ Obtain a copy of your transcript to submit with this form.  
  □ Submit the Completion Form to the CHE Associate Director.  
  □ The Curriculum Committee will review to ensure the student has met all requirements.  
  □ The Associate Director files paperwork with the Nelson Institute and the Graduate School so that the Minor or Certificate will appear on your transcript. |