

CERTIFYING INSTRUCTIONS FOR FACULTY USING THE MAJOR CERTIFICATION FORM

TIMELINE: Seniors in their last semester are required to submit their Major Certification Form for final certification. The **Final Submit** button appears for students one week after Drop/Add ends in their final semester.

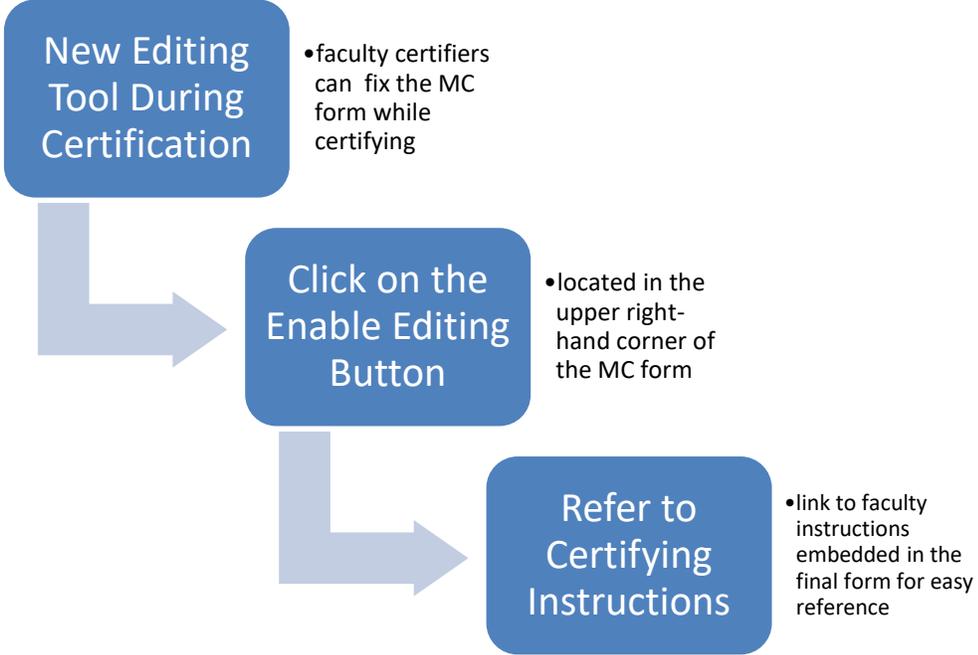
Faculty certifiers are asked to complete their spring certifications by Friday, April 1, 2022. December completions must be certified by October 28, 2021.

Student Clicks Final Submit Button in Major Certification which sends the form electronically to the faculty certifier.

- faculty certifier receives an automated email alerting them the form is ready for review.
- faculty certifier accesses form by clicking on the "Ready for Certification" link in portfolio.
- the form will remain "Ready for Certification" until you take an action (does not expire)

[Introducing Editing Feature for Faculty Certifiers During Certification](#)

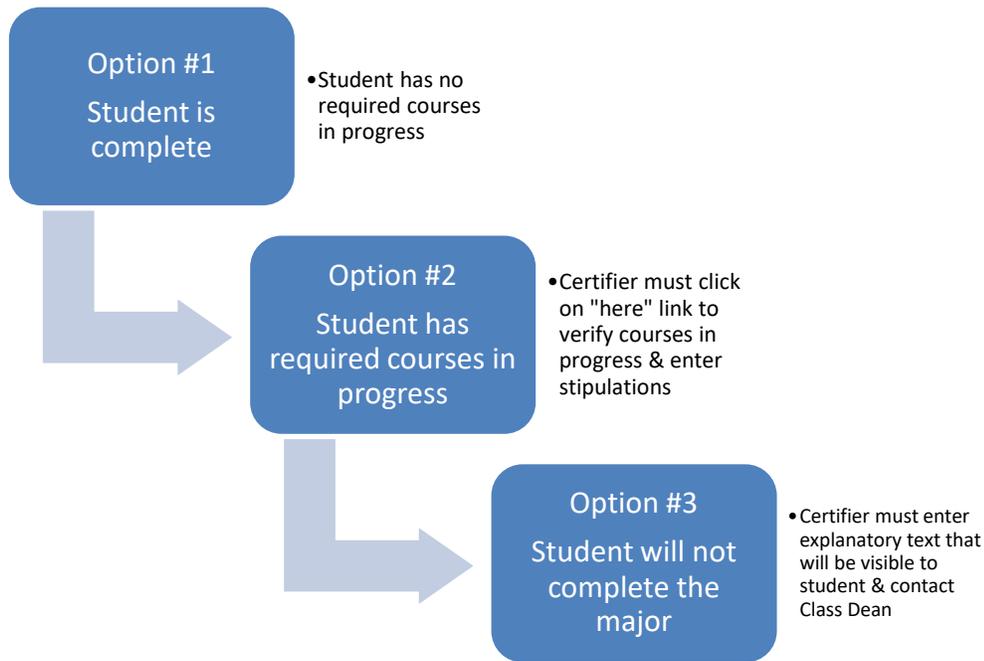
In direct response to faculty requests, we have added a feature to the Major Certification Form that allows faculty certifiers to edit the form during certification in order to make corrections and improve the final presentation of the form and complete the certification process in a fluid manner.



Below is a screenshot of a typical form that has been submitted for final certification. The arrow draws your attention to the placement of these new tools in the form. Directly below the Enable Editing button is the permanent link to the Certifying Instructions for Faculty. Detailed instructions on how to use the editing button are provided in this documentation.

Wesleyan University Major Certification Form					
Name:	<input type="text"/>	email student			
WesId:	<input type="text"/>	Major(s): ENGL	Single-Course View Academic History General Education Status: STAGE 2 Completed		
Major: English		back		<input type="button" value="Enable Editing"/> (CERTIFY Button is at page bottom) ** Certification Instructions **	Override Status
Requirements for Creative Writing Concentration Major (10 courses required)					
Creative Writing Concentration					
ENGL201 with B- or better - 1 course required					
ENGL201 with a B- or better					
<input checked="" type="checkbox"/>	ENGL 201D	Ways of Reading: Genres	1.00	A-	Fall 2011
Literary History I - 1 course required					
Literary History I					
<input checked="" type="checkbox"/>	ENGL 232	Medieval Women Writers	1.00	A	Spring 2014 [MDST238 or FGSS224]
Literary History II - 1 course required					
Literary History II					
<input checked="" type="checkbox"/>	ENGL 380	In Place of Reading	1.00	A-	Spring 2013

There are 3 basic actions you can take as a faculty certifier as shown below.



Once you have clicked on a certifying option, you must click the **CERTIFY** button to complete the process! (see screenshot with arrow below)

This Student:

- Has fulfilled all requirements for the major.
- Will fulfill all requirements for the major upon completion of the following stipulations and/or courses noted [here](#).
- Will not fulfill major requirements by the end of the semester. Please indicate below what the student needs to take in order to do so.

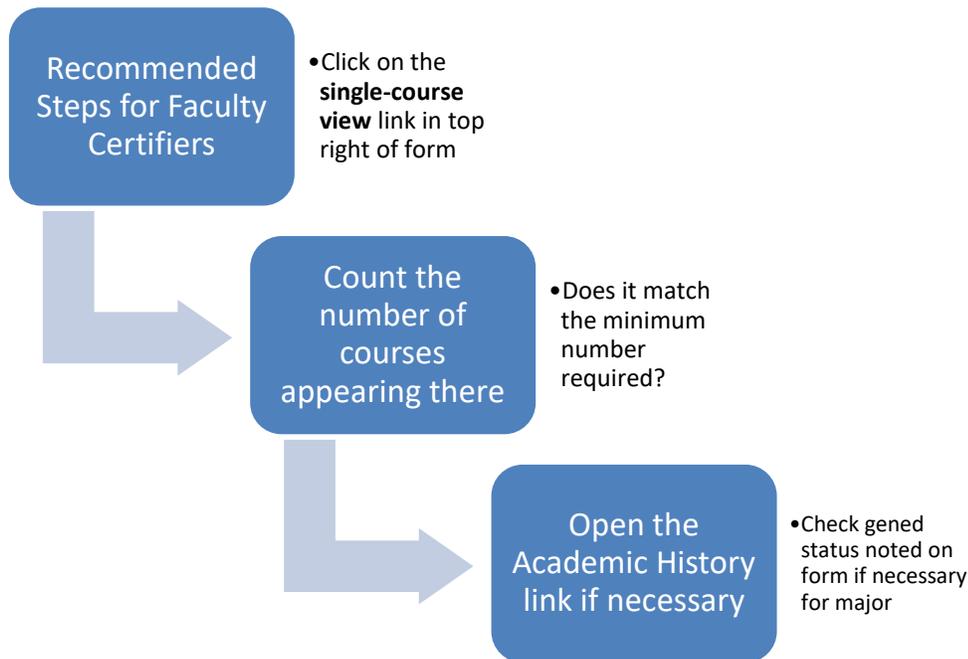


The Concentration Requirement

This graduation requirement may be met by completing a departmental major, an interdepartmental major, or a collegiate program. The concentration/major is an integrated program of advanced study approved by the major or higher. No more than four course credits from other departments may be used to fulfill major requirements. For information about oversubscription in a department, please see the academic regulations in the University Catalog or on the Web and consult your credit analysis.

Who Can Certify?

If you click on the “Ready for Certification” link and see a message in red at the bottom that states **“You are not authorized to certify the major”**, then you have not been set up as a certifier. If you believe this is in error, please contact Susan Krajewski at x2738. Some departments allow individual advisors to certify their major advisees, while others require the chair or a special designee to manage all certifications. Contact your chair if you have questions about how your major handles certifications.



Arrows on the screenshot below show the location of these elements on the form!

Wesleyan University
Major Certification Form

Name: [redacted] [email student](#)
Wesid: [redacted] Class Year: 2015 Major(s): ENGL

[back](#) [Single-Course View](#) [Academic History](#) **General Education Status: STAGE 2 Completed**

Major: English

Enable Editing
(CERTIFY Button is at page bottom)
[** Certification Instructions **](#)

Requirements for Creative Writing Concentration Major (10 courses required)
Creative Writing Concentration
ENGL201 with B- or better - 1 course required
[ENGL201 with a B- or better](#)

<input checked="" type="checkbox"/>	ENGL 201D	Ways of Reading: Genres	1.00	A-	Fall 2011
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Literary History I - 1 course required
[Literary History I](#)

<input checked="" type="checkbox"/>	ENGL 232	Medieval Women Writers	1.00	A	Spring 2014 [MDST238 or FGSS224]
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Literary History II - 1 course required
[Literary History II](#)

<input checked="" type="checkbox"/>	ENGL 380	In Place of Reading	1.00	A-	Spring 2013
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This is a screenshot of the single-course view page.

Wesleyan University
Major Certification Form

Name: [redacted] [mail student](#)
Wesleyan Year: 2015 Major(s): ENGL General Education Status
STAGE 2 Completed

Fully Completed & In-Progress Courses Approved to Count Toward the Major

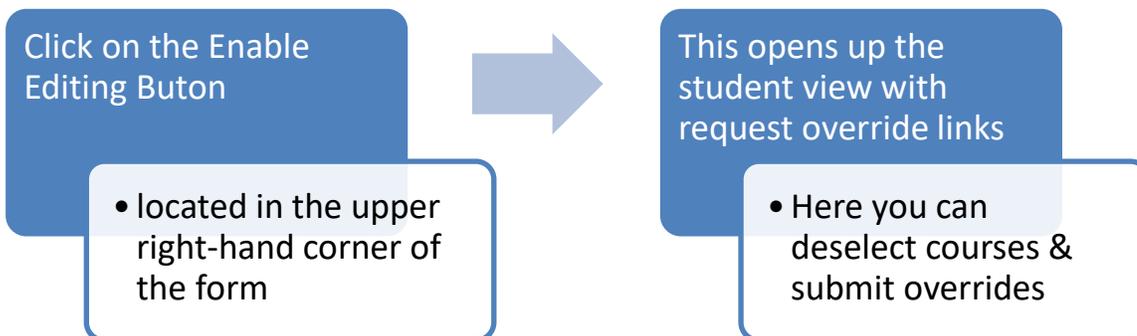
Major: English
Requirements for Creative Writing Concentration Major (10 courses required) 

ENGL 201D	Ways of Reading: Genres	1.00	A-	Fall 2011	
ENGL 213	Contemporary Fiction	1.00	A+	Fall 2012	
ENGL 232	Medieval Women Writers	1.00	A	Spring 2014	[MDST238 or FGSS224]
ENGL 241	Spec. Topics Creative Writing	1.00	A	Spring 2012	
ENGL 322	Special Topics: Short-Shorts	1.00	A+	Spring 2013	
ENGL 325	Intermediate Nonfiction Wrkshp	1.00	B	Fall 2013	
ENGL 329	Roth and DeLillo	1.00	B+	Fall 2013	
ENGL 332	Romanticism, Criticism, Theory	1.00	A	Spring 2012	
ENGL 336	Intermediate Poetry Workshop	1.00	B+	Fall 2012	
ENGL 380	In Place of Reading	1.00	A-	Spring 2013	

If the required number of courses have been successfully completed, choose certifying option #1. If this page includes in-progress courses (which appear in green), you must choose certifying option #2 and click on the "here" link to verify those selections and indicate whether a minimum grade is required. If the student will not complete the major, choose certifying option #3.

Close this window to return to the Major Certification Form

So you want to make changes to the form?



Once you click on the Enable Editing button, you are brought to the student view (see screenshot below). There are now additional links available to you where you can submit an override request as if you were acting as the student. Any override you submit on behalf of the student to clean up his/her form automatically comes in as approved while using this tool. Please note that each requirement line has a request override link so use the link that corresponds to the location on the form where you wish to have the course appear.

Wesleyan University
Major Certification Form

Name: [redacted] student

[Single-Course View](#)

WesId: [redacted] ss Year: 2015 Major(s): ENGL

Major: English

[back](#)

To delete class selections, uncheck the respective check box(es), then click the SAVE CHANGES button (at page bottom)

[** Certification Instructions **](#)

Requirements for Creative Writing Concentration Major (10 courses required)

Creative Writing Concentration

ENGL201 with B- or better - 1 course required [add planning text](#)

[ENGL201 with a B- or better](#) [add planning text](#) [request override](#)

ENGL 201D Ways of Reading: Genres 1.00 A- Fall 2011



Literary History I - 1 course required [add planning text](#)

[Literary History I](#) [add planning text](#) [request override](#)

ENGL 232 Medieval Women Writers 1.00 A Spring 2014 [MDST238 or FGSS224]



Literary History II - 1 course required [add planning text](#)

[Literary History II](#) [add planning text](#) [request override](#)

ENGL 380 In Place of Reading 1.00 A- Spring 2013



Literatures of Difference - 1 course required [add planning text](#)

[Literatures of Difference](#) [add planning text](#) [request override](#)

ENGL 232 Medieval Women Writers 1.00 A Spring 2014 [MDST238 or FGSS224]



Theory - 1 course required [add planning text](#)

[Theory](#) [add planning text](#) [request override](#)

ENGL 332 Romanticism, Criticism, Theory 1.00 A Spring 2012



These are the various changes you can make to the form:

Uncheck a course that was offered

- Helpful if the student checked an in-progress course that is not needed.

Offer a different course using override request

- Clicking on request override opens up a drop-down box of student's entire academic history.

Overrides offered by the certifier are automatically approved

- eliminates unnecessary approval steps to streamline certification

Once your edits are complete, simply scroll to the bottom of the form, and click the SAVE CHANGES button to return to the Certification Screens (see screenshot below)

Literary History II - 1 course required add planning text Literary History II add planning text request override						
<input checked="" type="checkbox"/>	ENGL 380	In Place of Reading	1.00	A-	Spring 2013	
Literatures of Difference - 1 course required add planning text Literatures of Difference add planning text request override						
<input checked="" type="checkbox"/>	ENGL 232	Medieval Women Writers	1.00	A	Spring 2014	[MDST238 or FGSS224]
Theory - 1 course required add planning text Theory add planning text request override						
<input checked="" type="checkbox"/>	ENGL 332	Romanticism, Criticism, Theory	1.00	A	Spring 2012	
Creative Writing Concentration - 4 courses required add planning text Techniques/Int Workshop (Creative Writing Concentration) - 1 course required add planning text request override						
<input checked="" type="checkbox"/>	ENGL 241	Spec. Topics Creative Writing	1.00	A	Spring 2012	
Intermediate/Advanced Workshop (Creative Writing Concentration) - 2 courses required add planning text request override						
<input checked="" type="checkbox"/>	ENGL 325	Intermediate Nonfiction Wrkshp	1.00	B	Fall 2013	
<input checked="" type="checkbox"/>	ENGL 336	Intermediate Poetry Workshop	1.00	B+	Fall 2012	
Special Topics/Genre (Creative Writing Concentration) - 1 course required add planning text request override						
<input checked="" type="checkbox"/>	ENGL 322	Special Topics: Short-Shorts	1.00	A+	Spring 2013	
Upper Level Electives (201 level and above) add planning text Upper Level Electives - (200 level and above) add planning text request override						
<input checked="" type="checkbox"/>	ENGL 213	Contemporary Fiction	1.00	A+	Fall 2012	
<input checked="" type="checkbox"/>	ENGL 329	Roth and DeLillo	1.00	B+	Fall 2013	
<input type="button" value="SAVE_CHANGES"/> 						

Once you have completed any changes, please click on the SAVE_CHANGES button to return to the Certification View

The Concentration Requirement
This graduation requirement may be met by completing a departmental major, an interdepartmental major, or a collegiate program. The concentration/major is an integrated program of advanced study approved by the major department or higher. No more than four course credits from other departments may be used to fulfill major requirements.
For information about oversubscription in a department, please see the academic regulations in the University Catalog or on the Web and consult your credit analysis.

Multiple Corrections are Possible:

Once you have clicked the SAVE CHANGES button, it is possible to make additional corrections. You simply need to click the Enable Editing button again to enter the student's form to make your additional change. This can be done multiple times if necessary.

Once the form is finally in good order, return to the certification screens. Choose a certifying option and click the CERTIFY button. Once you have completed the process, the status will update at the top of the Major Certification Form (see screenshot with arrow below). The status will also update in your portfolio to show the student has been **CERTIFIED**.

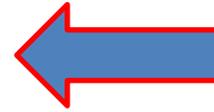
Wesleyan University
Major Certification Form

Name: [redacted] [email student](#)

WesId: [redacted] ss Year: 2015 Major(s): ENGL

This Student:

- Has fulfilled all requirements for the major. Action taken by Weiner,Stephanie Kuduk 22-OCT-14



[back](#)

Major: English

Requirements for Creative Writing Concentration Major (10 courses required)

Creative Writing Concentration

ENGL201 with B- or better - 1 course required

[ENGL201 with a B- or better](#)

ENGL 201D Ways of Reading: Genres 1.00 A- Fall 2011

Literary History I - 1 course required

[Literary History I](#)

ENGL 232 Medieval Women Writers 1.00 A Spring 2014 [MDST238 or FGSS224]

Literary History II - 1 course required

[Literary History II](#)

ENGL 380 In Place of Reading 1.00 A- Spring 2013

Literatures of Difference - 1 course required

[Literatures of Difference](#)

ENGL 232 Medieval Women Writers 1.00 A Spring 2014 [MDST238 or FGSS224]

If you have any problems or questions related to the Major Certification process, please contact Susan Krajewski at x2738 or Anna van der Burg at x3298.