

# CERT706: CERTIFICATE IN TECHNICAL COMMUNICATION

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## History

1. Sep 18, 2018 by clmig-smenda
2. Oct 17, 2018 by Michelle Young (meyoung)
3. Apr 26, 2019 by Sara K Hagen (skhagen)
4. May 8, 2019 by Sara K Hagen (skhagen)
5. Oct 16, 2019 by Megan L Paulson (mlpaulson)

## Changes saved but not submitted

**Viewing: CERT706 : Certificate in Technical Communication**

**Last approved: Wed, 16 Oct 2019 19:08:46 GMT**

**Last edit: Thu, 13 Feb 2020 21:01:53 GMT**

Final Catalog

Rationale for Inactivation

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

Name
Sara Hagen - EGR

Proposal Abstract/Summary:

Add HIST 201 to electives list  
Reduce certificate to 21 credits by removing math/stat requirement

Type of Approval  
Governance Approval Needed

If approved, what term should the proposed change be effective?

Fall 2020 (1212)

Select yes if this proposal is only to add, remove, or rearrange curricular requirements, and will change less than 50% of the curriculum.

Yes

## Basic Information

Program State:  
Active

Type of Program:  
Certificate

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?  
Undergraduate

Parent Home Department:

Home Department:

College of Engineering (ENGINEERG)

Parent School/College:

School/College:

College of Engineering

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 home department.

Parent is in the Graduate School:

Is this in the Graduate School?

Award:

Other Award Name:

SIS Code:

CERT706

SIS Code (BS):

SIS Description:

Technical Communication UCrt

SIS Description (BS):

Transcript Title:

Certificate in Technical Communication

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?

**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
Primary Dean's Office Contact	Grossenbacher, Laura R	lrgrossenbac@wisc.edu	608/262-8073	Faculty Associate

List the departments that have a vested interest in this proposal.

Departments
College of Engineering (ENGINEERG)

Are all program reviews in the home academic unit up to date?

Please explain.

Are all assessment plans in the home academic unit up to date?

Please explain.

Are all assessment reports in the home academic unit up to date?

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?

No

Upload proposal:

Will instruction take place at a location geographically separate from UW-Madison?

No

Upload proposal:

Parent has outside accreditation:

Will this program have outside accreditation?

No

Parent Guide Accreditation tab

Guide Accreditation tab

Will graduates of this program seek licensure or certification after graduation?

No

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):

1994

If this proposal is approved, describe the implementation plan and timeline.

Special Student language is being dropped from the Tech Comm Certificate. That change can be effective as soon as possible. Change of home department for certificate can be effective as soon as possible (Spring 2020).

## 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?

Adding a new course to certificate  
Number of credits will fit with undergrad certificate policy. Students in Engineering already meet the math requirement easily, so removing it has minimal effect.

What evidence do you have that these changes will have the desired impact?

Adds more options for students  
Makes the certificate fit the policy

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.

## **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 they 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?

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?

Undergraduates in all schools and colleges

List the specific schools and colleges.

Provide justification for the limits.

Is this certificate available to University Special (non-degree seeking students)?

No

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

Undergraduates who would like to enroll in the Technical Communication Certificate may download the TCC Application form (PDF) (<https://tc.engr.wisc.edu/certificate/applying-to-the-technical-communication-certificate/>). Email the completed TCC Application along with a PDF of your current DARS report to Laura Grossenbacher, Director of the Tech Comm Program, at [lrgrossenbac@wisc.edu](mailto:lrgrossenbac@wisc.edu). Graduate students and non-degree-seeking students cannot enroll in the TCC.

**PREREQUISITES FOR ADMISSION TO THE TCC PROGRAM**

- A grade of at least B in Communication A or equivalent course or AP English credits (score of at least 4 out of 5).
- Four courses (12-credit minimum) in science and/or engineering, including at least one intermediate-level (minimum 200-level) course.
- Three courses (9-credit minimum) in humanities, social sciences, and/or foreign language.
- Overall GPA of at least 2.5.

Applications are accepted throughout the semester, though students are encouraged to submit applications as early as possible so they have ample time to plan their coursework. The program will notify all new admissions via email.

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

To graduate with the certificate in technical communication, students must complete at least 21 credits, with a minimum of 6 credits in technical proficiency courses and a minimum of 12 credits in both technical and non-technical communication courses.



In addition to course requirements, students must achieve at least a B in the required Engineering Communication (INTEREGR 397) (formerly E P D 397) and the Technical Communications Internship (E P D 398). All students must complete the program within five years from their application date. Students must meet regularly with their assigned certificate advisor and must compile and submit a portfolio of their work for the internship course. Students cannot count courses completed on a pass/fail basis toward the certificate.

Substitution of courses substantively equivalent to those listed will be considered by the Technical Communication Curriculum Committee. Students must submit requests for substitution with supporting material before beginning the course.

## Prerequisites

Code	Title	Credits
A grade of at least B in Communication A or equivalent course or AP English credits (score of at least 4 or 5)		
Select four courses (12-credit minimum) in science and/or engineering, including at least one intermediate-level (minimum 200-level) course		
Select three courses (9-credit minimum) in liberal studies including a foreign language		
Overall GPA of at least 2.5		

## Technical Proficiency

Code	Title	Credits
Select a minimum of one course each from two areas:		6
Computer Science		
Management/Economics/Business		
Total Credits		6

### Computer Science

Code	Title	Credits
CBE 255	Introduction to Chemical Process Modeling	3
CIV ENGR/G L E 291	Problem Solving Using Computer Tools	4
COMP SCI 200	Programming I	3
COMP SCI 220	Data Programming I	4
COMP SCI 300	Programming II	3
COMP SCI 310	Problem Solving Using Computers	3
COMP SCI 320	Data Programming II	4
COMP SCI/INFO SYS 371	Technology of Computer-Based Business Systems	3
LSC 532	Web Design for the Sciences	3

### Management/Economics/Business

Code	Title	Credits
A A E/INTL ST 374	The Growth and Development of Nations in the Global Economy	4
CIV ENGR/BSE 491	Legal Aspects of Engineering	3
CIV ENGR 492	Integrated Project Estimating and Scheduling	3
CIV ENGR 494	Civil and Environmental Engineering Decision Making	3
CIV ENGR 498	Construction Project Management	3
CIV ENGR 570	Environmental Impact of Transportation Systems	3
ECON 301	Intermediate Microeconomic Theory	4
ECON 302	Intermediate Macroeconomic Theory	4
ECON/A A E/ENVIR ST 343	Environmental Economics	3-4
ECON 467	International Industrial Organizations	3-4
GEN BUS 301	Business Law	3
GEN BUS 302	Business Organizations and Negotiable Instruments	3
GEN BUS 365	Contemporary Topics	1-3
GEN BUS/ENVIR ST 601	Systems Thinking and Sustainable Businesses	3
INTL BUS 200	International Business	3
INTL BUS/GEN BUS 320	Intercultural Communication in Business	3
I SY E 313	Engineering Economic Analysis	3
I SY E/PSYCH 349	Introduction to Human Factors	3
I SY E 476	Industrial Engineering Projects	3
I SY E 515	Engineering Management of Continuous Process Improvement	3
I SY E 575	Introduction to Quality Engineering	3
I SY E/PSYCH 652	Sociotechnical Systems	3

MARKETNG 300	Marketing Management	3
MARKETNG 310	Marketing Research	3
MARKETNG 415	Marketing Communications	3
MARKETNG/INTL BUS 420	Global Marketing Strategy	3
M E 314	Manufacturing Fundamentals	3
M E 549	Product Design	3
M H R 300	Managing Organizations	3
M H R 365	Contemporary Topics	1-3
M H R 420	Managing Change and Organizational Effectiveness	3
M H R 612	Labor-Management Relations	3
N E 571	Economic and Environmental Aspects of Nuclear Energy	3
OTM 365	Contemporary Topics	1-3
R M I 300	Principles of Risk Management	3

### Technical Communication Required Courses

Code	Title	Credits
INTEREGR 397	Engineering Communication (was E P D/INTEREGR 397 before Fall 2020)	3
E P D 398	Technical Communications Internship (Required. This course, completed in conjunction with the Technical Communication Internship, can be repeated for an additional credit, which will count toward elective courses in technical communication from EPD. Also, this course can be substituted with a special project completed as an Independent Study course. )	1
Total Credits		4

### Technical Communication Electives

Code	Title	Credits
Select a minimum of 8 credits <sup>1</sup>		8
Total Credits		8

#### Elective Courses in Communication

Code	Title	Credits
E P D 275	Technical Presentations	2
E P D 374	Intermediate Technical Japanese I	3
E P D 690	Special Topics in Engineering Professional Development (The Wisconsin Engineer Magazine - up to 2 semesters may count)	2
M E 231	Geometric Modeling for Design and Manufacturing	3
I SY E 515	Engineering Management of Continuous Process Improvement	3
BSE 270	Introduction to Computer Aided Design	3
BSE 375	Special Topics	1-4
CBE 324	Transport Phenomena Lab	3
CBE 424	Operations and Process Laboratory	5
COM ARTS 260	Communication and Human Behavior	3
COM ARTS 262	Theory and Practice of Argumentation and Debate	3
COM ARTS 263	Speech Composition	3
COM ARTS 266	Theory and Practice of Group Discussion	3
COM ARTS 272	Introduction to Interpersonal Communication	3
COM ARTS 355	Introduction to Media Production	4
COM ARTS 368	Theory and Practice of Persuasion	3
COM ARTS 560	Communication Theory	3
COM ARTS 562	Theories of Deliberation and Controversy	3
COM ARTS 575	Communication in Complex Organizations	3
ENGL 201	Intermediate Composition	3
ENGL 315	English Phonology	3
ENGL 500	Writing in Workplaces	3
ENGL 318	Second Language Acquisition	3
GEN BUS 300	Professional Communication	3-4
GEN BUS/ENVIR ST 601	Systems Thinking and Sustainable Businesses	3

HISTORY 201	The Historian's Craft	3-4
HIST SCI 201	The Origins of Scientific Thought	3
HIST SCI 202	The Making of Modern Science	3
HIST SCI 203	Science in the Twentieth Century: A Historical Overview	3
JOURN 425	Video Journalism	4
JOURN 447	Strategic Media Planning	4
LSC 515	Social Marketing Campaigns in Science, Health and the Environment	3
JOURN/POLI SCI/URB R PL 373	Introduction to Survey Research	3
JOURN 563	Law of Mass Communication	4
L I S 601	Information: Perspectives and Contexts	3
L I S/LEGAL ST 663	Introduction to Cyberlaw	3
LSC 320	Feature Writing	3
LSC 350	Visualizing Science and Technology	3
LSC 515	Social Marketing Campaigns in Science, Health and the Environment	3
M H R 365	Contemporary Topics	1-3
M H R 401	The Management of Teams	3
PHILOS 210	Reason in Communication	3-4
PHILOS 241	Introductory Ethics	3-4
PHILOS 243	Ethics in Business	3-4
PHILOS/ENVIR ST 441	Environmental Ethics	3-4
PSYCH/SOC 456	Introductory Social Psychology	3-4
PSYCH/I SY E 652	Sociotechnical Systems	3
PSYCH/I SY E 653	Organization and Job Design	3
SOC 535	Talk and Social Interaction	3
Independent Study courses by instructor approval only <sup>2</sup>		

<sup>1</sup> Note: These E P D courses **do NOT count toward** the TCC:

- E P D 654 Teaching in Science and Engineering
- E P D 690 Core Competency in Sustainability
- E P D 690 ATE Powertrain
- E P D 690 Essential Skills for Engineering Productivity

<sup>2</sup> Special credits in Technical Communication include E P D 299 Sophomore Independent Study, E P D 399 Junior Independent Study and E P D 499 Senior Independent Study.

## Senior Design or Capstone

Code	Title	Credits
Select one of the following:		
B M E 400	Capstone Design Course in Biomedical Engineering	3
CIV ENGR 578	Senior Capstone Design	
G L E 479	Geological Engineering Design	
E M A 469	Design Problems in Engineering	
I SY E 476	Industrial Engineering Projects	
M E 349	Engineering Design Projects	
M E 351	Interdisciplinary Experiential Design Projects I	
M E 352	Interdisciplinary Experiential Design Projects II	
M S & E 470	Capstone Project I	
M S & E 471	Capstone Project II	
N E 571	Economic and Environmental Aspects of Nuclear Energy	

## Certificate COMPLETION REQUIREMENT

This undergraduate certificate must be completed concurrently with the student's undergraduate degree. Students cannot delay degree completion to complete the certificate.

Total credits required:

24

Semesters to completion:

Parent Plan Graduate Policies

Guide Graduate Policies tab

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	Understand and apply principles and processes for communicating about technical subjects to diverse audiences.
2	Understand and apply fundamentals of written, oral, and visual communication.
3	Apply improved skills in interpersonal communication, teamwork, and management.
4	Research, identify, and think analytically about social, global, economic, political, environmental, and ethical issues as they impact technical projects or engineering work.
5	Use current technology to communicate effectively in a variety of formats and environments.
6	Engage in real world experiences through communication internships and guest lectures.

Summarize the assessment plan.

Every year in Fall the program staff will devote one meeting to review the assessment results from the past year, typically conclusions we have drawn from the TCC Exit Survey, the direct measures from EPD 397 and 398, and the internship supervisor evaluations. We also will review enrollment information, typical progression and standard electives chosen by students, completion rates and reasons for any non-completion, the reported value of the internship, and effectiveness of our advising. If there are any changes to be made to the certificate as a whole or the certificate implementation form, this meeting will also consider those changes.

Approved Assessment Plan:

TCC Assessment Plan UGRADCERT2017Final.pdf

## 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.

<b>Select Majors, enter one per box. Use the green + to create additional boxes.</b>	<b>Evidence</b>
Certificate in Integrated Studies in Science, Engineering and Society	Several of the communication-intensive courses that can be chosen for the Technical Communication Certificate will also count toward credit for the ISSUES Certificate. Further, the required EPD 397 course counts as a CommB on campus, so a careful student could easily earn both certificates – especially if he/she is an engineering student.
Certificate in International Engineering	We frequently have Tech Comm Certificate students who also study abroad and earn the Certificate in International Engineering; several of the humanities courses that they take can count toward our communication electives, allowing them to easily graduate with this combination.

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.

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 re-examined. 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.

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:

## 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:

/undergraduate/engineering/college-wide/technical-communication-certificate/

Effective date:

Effective Guide Edition:

Career:

Undergraduate

SIS Program Code:

UCRT

SIS Program Code (BS):

SIS Short Description:

Tech Comm

SIS code for additional major:

SIS code for intended major:

SIS code for honors in the major:

SIS code for honors in the major (BS):

SIS code for honors in the major (BMAJ):

SIS code for special student certificate:

Other plan codes associated with this program:

Diploma Text:

Diploma Text 2:

Degree:

CRT

Degree (BS):

Field of Study:

Social Science

Program Length:

1

National Student Clearing House Classification:

Plan Group:

706

Educational Level:

Award Category:

Undergraduate Certificate

Enrollment Category:

Undergraduate Certificate

CIP Code:

09.0908 - Technical and Scientific Communication.

STEMOPT:

UWSTEM:

HEALTH:

Educational Innovation Program:

Distance Education Program:

Non Traditional Program:

Special Plan Type:

CDR certificate category:

Postsecondary award (< 30 cr.)

Added to UW System Crosswalk:

Reviewer Comments

Key: 211