Implementation Form - Undergraduate Certificates

This form must accompany a certificate proposal. It is used by administrative offices to better assist departments and programs with implementation.

Certificate Name: Technical Communication
Faculty Program Director: Laura Grossenbacher
Primary Faculty/Staff Contact: Laura Grossenbacher
Home Department/Academic Unit (Name/UDDS): Engineering Professional Development / A199520
Approval Date: Fall 1986
School/College: College of Engineering
Approval Date: December 1986
UAPC Approval Date: December 1987
Implementation Term (usually the fall term after UAPC approval): Fall 1988
Year that first program review is scheduled (usually 5 years after implementation):
The TC certificate has conducted periodic reviews since 1993; last review was in 2010

Person/office responsible for maintaining requirements in DARS: Laura Grossenbacher/Jennifer Binzley
Plan Code (assigned by the Registrar’s Office): CERT706
Plan Descr (assigned by the Registrar’s Office): Technical Communication Cert
CIP Code (assigned by Academic Planning and Analysis): 090908
Primary Divisional Disciplinary Assignment (assigned by APA for analysis purposes only): SOC

Curriculum (check one):

- x Included in detail in the proposal
- A list of required and elective courses is attached

Credit total required: 24
The certificate requires 24 credits. In practice, most students who complete the certificate are engineering students; these students’ existing technical courses in their major requirements often double count towards 15 of the certificate’s 24 credit requirement. Therefore, in practice, most of the Tech Comm students must take only 9 extra credits to receive the certificate. Students with majors in other fields, who may come into the certificate program with fewer of the technical proficiency requirements, will often have to complete at least 15 credits beyond what is required for their major. Only in rare cases will students need to take all 24 credits outside of their major requirements.
All core/required courses are approved through Divisional Committee: Yes
All courses numbered less than 699. Yes
The credit total is less than half of the credits required for related majors. Yes
Special topics courses are only used if all instances count for the certificate. Yes
Courses taken as Pass/Fail are allowed. No
If yes, specify limits:
Courses taken Credit/No Credit are allowed. No
If yes, specify limits:
Will exceptions to the course core requirements be allowed? Yes
What is the requirement for credits taken in residence at UW-Madison (default is at least 50%)? No requirement is specifically stated in our original proposal, but it is impossible to receive our certificate without taking at least 50% of the credits in residence.
Does the certificate have enough flexibility to make it accessible to transfer students and students who identify an interest as late as their junior year? Yes
Will the certificate use the default GPA requirements of GPA of 2.0 to be earned on all course work for the certificate? No
If No, specify other requirements.
An overall GPA of 2.5 has always been required for admission to the TC Certificate program. We are considering instituting a requirement that students must achieve a 3.5 overall GPA in all courses taken through the Tech Comm program; their Technical Proficiency Requirements would not count towards this GPA requirement. Up until now we have had no problem with students achieving this GPA, but we are in discussions this fall about making the GPA requirement official. We are merely considering this change. May need to rethink it given the new guidelines.
Specify overlap provisions – name degree/major or certificate programs that may not be earned along with the certificate. Note that majors take priority over certificates. No overlap provisions.
Program faculty and staff understand that a student’s graduation should not be delayed to complete the certificate. Yes
The department/program has a process in place to send declaration forms to the Registrar’s Office. Yes

Which students are eligible for the certificate? Check those that apply.

- [ ] Undergraduates in all schools/colleges (this is the default eligibility)
- [ ] Undergraduates in specific schools/colleges.
  - List specific schools/colleges:
- [ ] University Special (non-degree seeking students). Complete the noted section below.

**Making Undergraduate certificates available to Special Students**
(Special students must hold a bachelor’s degree to enroll in an undergraduate certificate program. Special students should be served only after all demand by degree-seeking undergraduates is met.)
The certificate will be open to Special students who graduated from UW-Madison. Yes
If yes, specify any restrictions or limits: Students must submit official transcripts, particularly if we need to count previously taken coursework to count towards the certificate.

The certificate will be open to Special students who graduated from other institutions. Yes

If yes, confirm that the proposal explains how resources are available to support these students without disadvantaging degree seeking students.

The proposal does not provide details about how we will make resources available to such students, as we have never had a problem with adding these students to our existing courses. Yes

The students are typically required to enroll after our own campus student have already enrolled, but we usually find space for these students even then. The number of students from other institutions who have applied for this certificate is quite minimal, maybe one every year or so. Yes

The default minimum residency requirement applies, that at least 50% of the certificate credits must be earned at UW-Madison.

If No, specify other limits:

The department/program has a process in place to send declaration forms to the Registrar’s Office. Yes

The department/program has a process in place to notify the Registrar’s Office when Special Students complete the certificate requirements. Yes

Attachments include the original proposal from January 1987, a current program plan we distribute to new certificate students, and some pages from our website describing the current requirements for the program. The TCC has evolved over the years in response to Industrial Advisory Board feedback, industry trends, and of course, student feedback in the form of exit interviews and senior surveys.