

CERT Tech Prof Comm
Certificate in Technical and Professional Communication
Under Review | Fall 2026

Proposal Information

Status

Active

Workflow Status

In Progress

Refresh  **Form Submission, Proposer**

Submitted for Approval | Proposer

collapse ▼

✓ Valerie Bugaj Lacy | 10/30/2025 5:50 PM

Department Chair Approval, English

Approved | Department Chair

✓ Anita Obermeier | 11/04/2025 2:21 PM

Registrar Technical Check Approval, Registrar Technical Check

Approved | Registrar Technical Check

— Michael Raine

✓ Maggie Sumruld | 11/05/2025 8:04 AM

College/School Approval, College of Arts & Sciences: Humanities & Interdisciplinary

Approved | College or School approver

✓ Anna Nogar | 12/15/2025 4:58 PM

Library Approval, Main Campus Library

Approved | Library Approval

— Sever Bordeianu

✓ Caitlin Wells | 12/15/2025 5:00 PM

FSCC Member notification, Faculty Senate Curriculum Committee

Notification Sent | Faculty Senate Curriculum Committee Member

✉ Joe Anderson

✉ Laura Belmonte

✉ Sara Ice

✉ Mary Rice

✉ John Russell

✉ SueNoell Stone

✉ Jonathan Wheeler

✉ Kirsten Thomson

✉ Paulo Dutra

✉ Randi Archuleta

✉ Joan Lucas

✉ Julia So

✉ Jennifer Henry

✉ Christopher Holden

✉ Justine Ponce

✉ Isabella Goss

✉ Vanessa Ferguson

✉ Lauren McQuiston

✉ Jennifer Laws

Faculty Senate Curriculum Committee Approval, Faculty Senate Curriculum Committee

Approved | Faculty Senate Curriculum Committee Chair

— Janet Vassilev

✓ Nicole Capehart

This is approved. Thank you!

2/27/2026 11:18 AM

Provost Approval, Main Campus Provost

Approved | Provost

✓ Pamela Cheek | 3/08/2026 1:13 PM

Faculty Senate Approval, Faculty Senate

Waiting for Approval | Faculty Senate Approval

Nancy Middlebrook

Theresa Sherman

HLC Notification

Notification

Joseph Suilmann

External Review - HED CIP code approval, External Review

Approval | HED CIP code approval
Michael Raine
Anna Gay
Reg. Final Approval/Processing, Registrar
Approval | Registrar final approval
Michael Raine
Maggie Sumruld
Notification, Proposer
Notification | Proposer
Valerie Bugaj Lacy
EMRT notification, EMRT users
Notification | EMRT user
Enrollment Mgt Reporting Team
Notification, LoboTrax Team
Notification | LoboTrax Staff
Sherri DeLeve
Paula Freitag
Hannah Epstein
Allie Martinez
Glenda Johnson

- Changes**
- College
 - Certificate Requirements
 - Program Description
 - participants
 - Proposed Effective Term and Year
- Show All ▼

Proposal Information

Proposed	Proposed
Sponsoring faculty/staff member	Sponsoring faculty/staff email
Julie Newmark	newmark@unm.edu
Existing	Existing
Sponsoring faculty/staff member	Sponsoring faculty/staff email
Anita Obermeier	aobermei@unm.edu
Proposed	Campus
College	Main Campus
College of Arts & Sciences: Humanities & Interdisciplinary	
Existing	
College	
College of Arts & Sciences	

Effective Term and Year

Proposed

Proposed Effective Term and Year

Fall 2026

Existing

Proposed Effective Term and Year

Fall 2023

Justification

Proposed

Program Justification

The one change to the Certificate reduces the number of capstone options from two courses to one course, removing ENGL 444. The only course to fulfil the capstone will now be ENGL 499.

Existing

Program Justification

This is a catalog update, no changes are being made to curriculum requirements.

Added program description text.

Corrected numeric order of courses.

Corrected courses in outline per current Catalog.

Electives: add ENGL 319.

Program Category and Level

Program Category	Program Level	Degree, Minor, or Certificate Name
Certificate	Undergraduate	Certificate in Technical and Professional Communication
Certificate or Degree Type		
Certificate (undergraduate)		
Degree/Certificate Level		
Undergraduate Certificate		
Proposed		
Is this program also offered online?		
No		
Existing		
Is this program also offered online?		
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File Uploads

Document uploads

Associated Kuali Forms

Select any associated course forms that exist	Select any associated program forms that exist
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Catalog Information

Proposed
Program Description
The undergraduate certificate in Technical and Professional Communication is a rigorous, transcribed course of study for students who want to explore the field of technical and professional communication. The required courses offer a foundation through which students can develop skills as writers and editors while also getting a survey of the opportunities available to them in technical and professional communication. This certificate is particularly appropriate for students in STEM who would like to add credentials in Technical and Professional Communication to their transcripts. The elective courses invite students to hone their writing in one of several courses designed to offer students a taste of what a 21st-Century technical and professional communication professional can expect. Students are then expected to put their skills to work in an internship capstone course designed to give them experience as writers, editors, or tutors.
Existing
Program Description
The undergraduate certificate in Technical and Professional Communication is a rigorous, transcribed course of study for students who want to explore the field of technical and professional communication. The required courses offer a foundation through which students can develop skills as writers and editors while also getting a survey of the opportunities available to them in technical and professional communication. This certificate is particularly appropriate for students in STEM who would like to add credentials in Technical and Professional Communication to their transcripts. The elective courses invite students to hone their writing in one of several courses designed to offer students a taste of what a 21st-Century technical and professional communication professional can expect. Students are then expected to put their skills to work in one of two capstone courses designed to give them experience as writers, editors, or tutors.
Admissions Requirements
Graduation Requirements

Professional Credential/Licensure Program Information

License/Certification associated with program

No

Concentrations

Program Concentrations

Code	Title
Concentration Required	
N/A	

Certificate Information

Certificate Requirements

- Complete all of the following
 - Core Courses**
 - Complete the following:
 - ENGL2210 - Professional and Technical Communication (3)
 - ENGL2220 - Introduction to Professional Writing (3)
 - ENGL417 - Editing (3)
 - Elective**
 - Complete at least 1 of the following:
 - ENGL319 - User-Centered Design and Usability (3)
 - ENGL320 - Topics in Advanced Expository Writing (3)
 - ENGL413 - Scientific, Environmental and Medical Writing (3)
 - ENGL414 - Documentation (3)
 - ENGL418 - Proposal and Grant Writing (3)
 - ENGL419 - Visual Rhetoric (3)
 - ENGL420 - Topics in Professional Writing (3)
 - ENGL441 - English Grammars (3)
 - Capstone**
 - Earn at least 3 credits from the following:
 - ~~ENGL444 - Practicum: Tutoring Writing (3)~~
 - ENGL499 - Internship (1 - 3)

Grand Total Credits: 15

Registrar Office Only

CM Program Code CERT Tech Prof Comm	BANP	Banner Program Code CERT-TPC-AS	Major Code TPC
Online Program Code	Online Major Code	Pre-major Program Code	Pre-major Major Code
CIP Code 231303	Concentration Inheritance --		
Catalog Main Campus		Catalog Activation Date 07/31/23	
Notes			