

OFFICE OF ACADEMIC AFFAIRS

New Graduate Certificate Proposal · UW SEATTLE



START

IDEA STAGE

- Conversations with:
 - Faculty/Deans/Chancellors;
 - Professional and Continuing Education (PCE) for fee-based programs;
 - Provost's Office and Office of Planning & Budgeting;
 - Other stakeholders across the three campuses.

PLANNING NOTICE OF INTENT (PNOI)

- Faculty lead begins drafting PNOI using guidelines on the OAA website;
- Faculty lead submits preliminary draft proposal and cover sheet to OAA for review and comment;
- Faculty lead submits signed, finalized PNOI to OAA.

PNOI COMMENT PERIOD

- OAA distributes PNOI for 14-day comment period, sending to all graduate faculty, chairs, and deans on all three campuses, as well as central administrative units;
- Graduate School authorizes full proposal development.



GRADUATE SCHOOL COUNCIL

- Graduate School Council considers proposal;
- After presentation, unit incorporates feedback if needed;
- Graduate School Dean authorizes sending proposal to Board of Regents.



EXTERNAL REVIEW

- OAA sends proposal to external reviewers;
- Unit submits a written response to reviewers' comments to OAA;

FULL PROPOSAL DEVELOPMENT

- Follows Graduate School proposal guidelines on the OAA website;
- Addresses stakeholders feedback;
- For fee-based programs, include Service Selection Form from Continuum College;
- Submit preliminary draft to OAA for review and comment;
- Submit final, signed proposal to OAA.

BOARD OF REGENTS

- Certificate approval;
- Provost confirms Regents' approval.

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES (NWCCU)

- Unit works with UW Accreditation Liaison Officer (ALO) to submit form to NWCCU for approval;
- NWCCU approves;
- Provost confirms Board of Regents and NWCCU approval.

CREATE CODE

- OAAP directs Registrar to create new program code.

FINISH

PROGRAM LAUNCH

- Certificate program's 5-year review cycle begins.

