

OFFICE OF ACADEMIC AFFAIRS

New Graduate Certificate Proposal · UW TACOMA



START

IDEA STAGE

- Faculty consults with other program/division/school faculty on new idea;
- Idea reviewed and approved by Dean;
- Dean shares idea at Council of Deans (COD) meeting;
- Executive Vice Chancellor for Academic Affairs (EVCAA) decides if idea can move forward;
- EVCAA notifies the Office of Academic Affairs (OAA) in the Graduate School.



PLANNING NOTICE OF INTENT (PNOI)

- Faculty lead begins drafting PNOI using guidelines on the OAA website and engages OAA during development;
- Faculty lead submits preliminary draft proposal and cover sheet to OAA for review and comment;
- School curriculum coordinator submits PNOI to Faculty Assembly (FA) program coordinator to initiate the [UWT Internal Review and Approval process](#), followed by submission of final, signed 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.



EXTERNAL REVIEW

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

CAMPUS FULL PROPOSAL REVIEW AND APPROVAL

- School curriculum coordinator submits full proposal, PNOI, stakeholder feedback, and budget to APCC to initiate the [Campus Full Proposal Review and Approval process](#);
- After completion of the Campus Full Proposal Review and Approval process, unit submits final, signed proposal to OAA.

FULL PROPOSAL DEVELOPMENT

- Follows Graduate School proposal guidelines on the OAA website;
- Addresses stakeholders feedback;
- Unit submits preliminary draft to OAA for review and comment;
- If the proposal is more than a year after PNOI approval, a new PNOI with an updated budget must be submitted.

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.



BOARD OF REGENTS

- Certificate approval;
- Provost confirms Regents' approval via memo.

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

- OAA directs Registrar to create new program code.

FINISH

PROGRAM LAUNCH

- Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile;
- Certificate program's 5-year review cycle begins.

