

## OFFICE OF ACADEMIC AFFAIRS

# New Graduate Certificate Proposal • UW BOTHELL



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;
  - UWB Assistant Director of Graduate Studies (ADGS);
  - Other stakeholders across the three campuses.



### PLANNING NOTICE OF INTENT (PNOI)

- Follows Graduate School PNOI guidelines;
- Faculty lead engages UWB Curriculum Director (CD) and the Graduate School Office of Academic Affairs (OAA) during PNOI development;
- CD and OAA review PNOI for completeness, confirmed by ADGS;
- Bothell General Faculty Organization Executive Committee (GFO(EC)) reviews/approves;
- VCAA Leadership Council (VLC) notified; Dean & VCAA sign;
- CD submits 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 and UWB main administrative units impacted;
- Graduate School authorizes full proposal development.



### GRADUATE SCHOOL COUNCIL

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



### VLC & GFO REVIEW

- VLC and GFO(EC) review proposal;
- VLC and GFO(EC) make recommendation to VCAA & Chancellor;
- VCAA signs proposal; CD submits final proposal to OAA.



### FULL PROPOSAL DEVELOPMENT

- Follows Graduate School proposal guidelines;
- Addresses stakeholder feedback;
- Includes draft cover sheet;
- For fee-based programs, include Letter of Support from Continuum College;
- CD reviews for completeness, confirmed by ADGS;
- Submit preliminary draft to OAA; unit receives/incorporates feedback;
- School/unit review and approval; Dean and VCAA sign.



### BOARD OF REGENTS

- Certificate approval.



### CREATE CODE

- OAA directs Registrar to create new program code.



FINISH

### PROGRAM LAUNCH

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

