# OFFICE OF ACADEMIC AFFAIRS

# **New Graduate Certificate Proposal** · UW SEATTLE



#### START

- 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 14day 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.

## FULL PROPOSAL DEVELOPMENT (



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



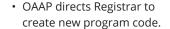
### **BOARD OF REGENTS**







- Certificate approval;
- Provost confirms Regents' approval.



· Certificate program's 5-year

