

## 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.



### 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.



### CREATE CODE

- OAA directs Registrar to create new program code.



FINISH

### PROGRAM LAUNCH

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

