OFFICE OF ACADEMIC AFFAIRS

New Graduate Certificate Proposal · UW TACOMA



START

- 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 <u>UWT Internal Review and Approval</u> 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.

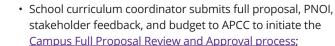


CAMPUS FULL PROPOSAL REVIEW AND APPROVAL 🔇









· After completion of the Campus Full Proposal Review and Approval process, unit submits final, signed proposal to OAA.

- 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





FINISH **PROGRAM LAUNCH**



- Graduate School Council considers proposal;
- After presentation, unit incorporates feedback if needed:
- Graduate School Dean authorizes sending proposal to Board of Regents.
- · Certificate approval;
- · Provost confirms Regents' approval via memo.
- OAA directs Registrar to create new program code.
- Unit works with Graduate **Enrollment Management** Services (GEMS) to create academic profile;
- Certificate program's 5-year review cycle begins.