OFFICE OF ACADEMIC AFFAIRS

New Graduate Certificate Proposal • UW TACOMA

**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.

**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.

**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.

START — CAMPUS FULL PROPOSAL REVIEW AND APPROVAL

FINISH — PROGRAM LAUNCH

**NEW GRADUATE CERTIFICATE PROPOSAL**
- UW TACOMA

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