

OFFICE OF ACADEMIC AFFAIRS

New Graduate Degree Proposal • UW TACOMA

START

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 in the Graduate School (OAA); OAA notifies the Interinstitutional Committee for Academic Program Planning (ICAPP) of idea (Stage Zero).



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.



GRADUATE SCHOOL COUNCIL



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

EXTERNAL REVIEW

- OAA sends proposal to external reviewers;
- Unit submits a written response to reviewers' comments to OAA;
- If revisions impact resources or budget, unit must consult with APCC and EVCAA;
- OAA sends proposal to ICAPP for 30-day review.

CAMPUS FULL PROPOSAL REVIEW AND APPROVAL

- School curriculum coordinator submits full proposal, PNOI, previous 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 stakeholder feedback;
- Includes draft cover sheet;
- 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.

BOARD OF REGENTS

- Degree approval.

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES (NWCCU)

- Unit works with UW Accreditation Liaison Officer (ALO) to submit form to NWCCU for approval;
- NWCCU approves;
- Provost confirms Board of Regents and NWCCU approval.

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;
- Degree Program's 5-year review cycle begins.

