New Graduate Certificate Proposal • UW Bothell

**IDEA STAGE**
- Conversations with:
  - Faculty/Deans/Chancellors;
  - Professional and Continuing Education (PCE) for fee-based programs;
  - Provost’s Office and Office of Planning & Budgeting;
  - UWB Assistant Director of Graduate Studies (ADGS);
  - UWB Assessment & Curriculum Coordinator (ACC);
  - Other stakeholders across the three campuses.

**PLANNING NOTICE OF INTENT (PNOI)**
- Follows Graduate School PNOI guidelines;
- Faculty lead engages UWB Curriculum Director (CD) and the Graduate School Office of Academic Affairs (OAA) during PNOI development;
- ACC and OAA review PNOI for completeness, confirmed by ADGS;
- Bothell General Faculty Organization Executive Committee (GFO(EC)) notified;
- ACC sends to Dean & VCAA to sign;
- ACC submits signed PNOI to OAA.

**PLANNING NOTICE OF INTENT (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 and UWB main administrative units impacted;
- Graduate School authorizes full proposal development.

**FULL PROPOSAL DEVELOPMENT**
- Follows Graduate School proposal guidelines;
- Addresses stakeholder feedback;
- Includes draft cover sheet;
- For fee-based programs, include Service Selection Form from Continuum College;
- ACC reviews for completeness, confirmed by ADGS;
- Submit preliminary draft to OAA; unit receives/incorporates feedback;
- School/unit review and approval;
- ACC sends to Dean and VCAA to sign.

**VLC & GFO REVIEW**
- VLC and GFO(EC) review proposal;
- VLC and GFO(EC) make recommendation to VCAA & Chancellor;
- VCAA signs proposal; ACC submits final proposal to OAA.

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

**PROGRAM LAUNCH**
- Certificate Program’s 5-year review cycle begins.

**BOARD OF REGENTS**
- Certificate approval.

**CREATE CODE**
- OAA directs Registrar to create new program code.

**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.

**THE GRADUATE SCHOOL**
University of Washington

UPDATED FEB. 2024 / grad.uw.edu