#### OFFICE OF ACADEMIC AFFAIRS

# **New Graduate Certificate Proposal** · UW BOTHELL



#### START

- 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)) reviews/approves;
- VCAA Leadership Council (VLC) notified;
- ACC sends to Dean & VCAA to sign;
- ACC submits 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 and UWB main administrative units impacted;
- · 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.

#### VLC & GFO REVIEW (

proposal;

(NWCCU)

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

#### 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.

## CREATE CODE

· OAA directs Registrar to create new program code.

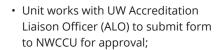
#### FINISH **PROGRAM LAUNCH**







· Certificate approval.



NORTHWEST COMMISSION ON

**COLLEGES AND UNIVERSITIES** 

- NWCCU approves;
- Provost confirms Board of Regents and NWCCU approval.



