OFFICE OF ACADEMIC AFFAIRS

New Graduate Certificate Proposal • UW SEATTLE

START

IDEA STAGE

• Conversations with:
  - Faculty/Deans/Chancellors;
  - Professional and Continuing Education (PCE) for fee-based programs;
  - Provost’s Office and Office of Planning & Budgeting;
  - Other stakeholders across the three campuses.

PLANNING NOTICE OF INTENT (PNOI)

• Faculty lead begins drafting PNOI using guidelines on the OAA website;
• Faculty lead submits preliminary draft proposal and cover sheet to OAA for review and comment;
• Faculty lead submits signed, finalized 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

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

FULL PROPOSAL DEVELOPMENT

• Follows Graduate School proposal guidelines on the OAA website;
• Addresses stakeholders feedback;
• For fee-based programs, include Service Selection Form from Continuum College;
• Submit preliminary draft to OAA for review and comment;
• Submit final, signed proposal to OAA.

BOARD OF REGENTS

• Certificate approval;
• Provost confirms Regents’ approval.

CREATE CODE

• OAAP directs Registrar to create new program code.

FINISH

PROGRAM LAUNCH

• Certificate program’s 5-year review cycle begins.