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.

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.

PROGRAM LAUNCH
• Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile;
• Certificate program’s 5-year review cycle begins.