New Graduate Degree Proposal · UW BOTHELL

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;
  - UWB Assistant Director of Graduate Studies (ADGS);
  - UWB Assessment & Curriculum Coordinator (ACC);
  - Other stakeholders across the three campuses.
- Office of Academic Affairs (OAA) notifies the Interinstitutional Committee for Academic Program Planning (ICAAP) of idea (Stage Zero).

PLANNING NOTICE OF INTENT (PNOI)

- Follows Graduate School PNOI guidelines;
- Faculty lead engages UWB Curriculum Director (CD) and the Graduate School 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;
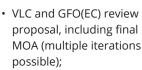- Graduate School authorizes full proposal development.

GRADUATE SCHOOL COUNCIL

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

EXTERNAL REVIEW

- OAA sends proposal to external reviewers;
- Unit submits a written response to reviewers' comments to OAA;
- OAA sends proposal to ICAPP for 30-day review.

VLC & GFO REVIEW

- VLC and GFO(EC) review proposal, including final MOA (multiple iterations possible);
- 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;
- Unit contacts Student Financial Aid;
- 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.
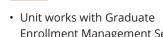
BOARD OF REGENTS

- 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.

THE GRADUATE SCHOOL
UNIVERSITY of WASHINGTON