<u>Significant Change Proposal Form</u>

Use this form to propose significant changes to a graduate degree or graduate certificate program requirements.

See the Graduate School Office of Academic Affairs [website](#) for more information on proposal requirements and the approval process.

Submit completed form and required attachments to the Graduate School Office of Academic Affairs: progprop@uw.edu

If this includes a change to the degree or transcript title, see the Degree Title Changes section of the guidelines website noted above.

Complete one form for each distinct graduate degree program (MS, MPH, PhD, etc.) or for a grouping of degree options under a graduate degree program if an identical change is made to each.

Program Information

Academic Unit Name:

College/School:

Campus: ☐ Bothell ☐ Seattle ☐ Tacoma

Degree type: ☐ Master's Degree ☐ Doctoral Degree ☐ Practice Doctorate ☐ Educational Specialist ☐ Graduate Certificate

Degree Code(s) *(Major Pathway-Level-Type):* _____

Degree title as appears on transcript: _____

Effective date requested for new requirements: ☐ Autumn ☐ Winter ☐ Spring ☐ Summer of Year _____

Contact Information (Academic Unit Representative)

Name:
Title/position:
Telephone:
Email:

Funding Model

☐ Tuition-based program (skip to next section)   ☐ Fee-based program (answer the following questions if fee-based)

Have you consulted and reached mutual agreement with your UW Continuum College (UWC[2]) Liaison?
☐ Yes (If not, do so before proceeding)   Name of UWC[2] Liaison:

If the original Memorandum of Agreement is impacted by these changes, attach the final version of the addendum when submitting this form.

Rationale, Transition Plan, Resources

1. Provide a summary overview of the proposed change, including the rationale.

2. List all program learning outcomes and indicate any changes.	
Existing Learning Outcomes *Highlight Changes*	New Learning Outcomes *Highlight Changes*

3. Describe how this program change will impact students currently in the program.

4. Transition timeline for currently enrolled students.

Will currently enrolled students have the opportunity to choose between the old and new requirements?	☐ Yes ☐ No ☐ Yes, but only until: _____ (Quarter) of _____ (Year)

If *No* or if *Yes for a limited time*, explain why in the transition plan.

5. Describe the transition plan for currently enrolled students.

6. Will additional resources will be required (e.g., funds, staffing, space)? If yes, describe source.

7. Describe any change in faculty oversight of the program.

Degree Requirements

All graduate programs must meet the Graduate School's [Graduate Degree Requirements](#)

1. Thesis (700) Master's degree programs only, check one of the following boxes.	
Existing Thesis Requirement	New Thesis Requirement
☐ Not Required ☐ Optional ☐ Required	☐ Not Required ☐ Optional ☐ Required

3. Course Requirements (including 600, 601, 700, 800, 801)
List course prefixes and numbers, course titles, and credits.
Group courses in categories such as core/foundation courses, elective courses, etc.
Note: Credit totals for electives are required, but a full listing of electives courses is not necessary.

Existing Course Requirements *Highlight requirements that are changing.*	New Course Requirements *Highlight requirements that are changing.*

4. Total Minimum Credits Required

Existing:_____	New:_____

5. Additional Requirements
If you are proposing changes to any non-credit program requirements (e.g., doctoral exams, non-thesis capstone project, etc.), please complete the fields below.

Existing Additional Requirements *Highlight requirements that are changing.*	New Additional Requirements *Highlight requirements that are changing.*

Form revised October 2023

Approvals

Academic Unit Head

Program change proposals require final approval from the relevant academic unit head (e.g., dean/chair/director).

Provide a brief description and date of faculty approval and any additional unit and college/school/campus approval process:

Final Approval: *(e-signature)* _____ *Date:* _____

Printed name: _____ ☐ Dean ☐ Chair ☐ Director

Graduate School Office of Academic Affairs (OAA)

☐ Approved by Associate Dean for Academic Affairs or designee

Staff Liaison: _____

Routing Dates

Proposal received by OAA	_____
Final proposal received by OAA (if updated)	_____
Approval date	_____

Approval Notes

Further Action is Required: To be completed by OAA

☐ GEMS

☐ Other: _____

It is the Academic Unit's responsibility to update the General Catalogue Copy:

A current description of the program must be on file in the UW General Catalog. Upon approval of these changes, send an updated description to the UW General Catalog Office at gencat@uw.edu.