





**COVER SHEET**  
**NEW GRADUATE CERTIFICATE**  
**Graduate School Office of Academic Affairs & Planning**

*Use this form for submissions: January 2017 through September 2017*

1. **Academic Unit Name:** list the qualified unit authorized to offer a graduate program. The faculty in this unit will have formal oversight over and responsibility for the proposed academic program. The degree codes will be located in this unit.
2. **College/School:** the college or school with dean's level oversight of the academic unit where the certificate will be offered.
3. **Campus:** location of the unit offering the proposed program.
4. **Proposed Degree Title.** Indicate the name of the graduate certificate that will be offered:  
"Graduate Certificate in..."
- 4.a **Transcript Title:** the transcript title is limited to 60 characters, including spaces.
5. **Proposed CIP Code:** Classification of Instructional Programs (CIP) code is a classification hierarchy from the National Center for Education Statistics that is used for inter-institutional comparisons and reporting. See <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55> to find an appropriate code. The CIP code is assigned by the Office of the University Registrar following the recommendation of program faculty, with support from the relevant dean. Contact the Office of the University Registrar for questions related to CIP code assignment.
6. **Total Minimum Credits Required:** indicate the minimum possible number of credits needed for a student to complete the certificate requirements.
7. **Proposed Start Date:** Quarter and year of first student enrollment.
8. **Length of Program:** if a stand-alone certificate (students enrolling directly to the certificate who are not already enrolled UW graduate students), indicate the usual length of the program based on full-time enrollment and typical course of study based on the structure of the program. If the program includes part-time enrollment, indicate typical length of program for part-time students.
9. **Projected Enrollment (FTE) in Year One:** number of students enrolled in the program during the first year, measured in FTE.
10. **Full Enrollment by Year:** year when program will reach full enrollment, plus the number of anticipated students during that year, measured in FTE.
11. **Funding Source:** indicate whether the program will charge tuition (state-based) or fees to support the program. If fee-based, indicate whether it is supported by UW Professional & Continuing Education (PCE) or within the school or college.
12. **Proposed New Funding:** amount of new funding (state or fee-based) required to maintain the certificate at full enrollment. This is the total program cost. The proposal narrative must indicate the source of this funding in the budget section.

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13. **Tuition Tier (state funding):** stand-alone certificates that are state-based, indicate the tuition tier. Tuition level is under the authority of the Board of Regents through the Office of the Provost, to be negotiated by the relevant dean.
14. **Cost of program to the *resident* student:** for stand-alone certificates, how much the resident student will pay for the program when on the normal course of study indicated above in the “Length of Program” field. If both full-time and part-time, indicate the cost for each.
15. **Cost of program to the *non-resident* student:** for stand-alone certificates, how much the non-resident student will pay for the program when on the normal course of study indicated above in the “Length of Program” field. If both full-time and part-time, indicate the cost for each.
- 17a. **Enrollment Confirmation Deposit:** only for programs admitting students directly to the certificate. For state-based or non-PCE fee-based (as indicated under #12), state the Enrollment Confirmation Deposit (ECD) amount. The default amount is either \$100 (UW Tacoma) or \$250 (all other units). If other amount, this requires approval by the relevant dean. Contact the Office of the University Registrar for more information (Matthew Winslow [mwinslow@uw.edu](mailto:mwinslow@uw.edu) or Robert Jansson [rjansson@uw.edu](mailto:rjansson@uw.edu)).
- 17b. **Enrollment Confirmation Deposit:** only for programs admitting students directly to the certificate. For non-PCE fee-based program (as indicated under #12), state the charge code Student Fiscal Services will use for the Enrollment Confirmation Deposit (ECD) credit card fee. Contact Student Fiscal Services for more information.
18. **Campus Delivery:** location and % time of program delivery at accredited campus sites recognized by the Northwest Commission of Colleges & Universities (NWCCU). The % calculation is over the course of the program and should indicate instructional time (in class, clinics, lab courses), but excludes time the student works independently (study time, independent lab time, research). Internships for credit count as instructional time. Does not include distance delivery (DL). The sum of all % values in fields #18 and #19 must equal 100%.
19. **Off-campus Delivery:** location and % time of program delivery at non-accredited sites as well as via distance delivery (DL). Indicate locations and % of total instructional time. See previous question for guidance. The sum of all % values in fields #18 and #19 must equal 100%. Contact the Office of Student Financial Aid regarding financial aid eligibility and Graduate Enrollment Management Services ([gemshelp@uw.edu](mailto:gemshelp@uw.edu)) regarding visa eligibility for international students.
20. **If NO:** If some required coursework does not correspond to the regular academic calendar, contact Graduate Enrollment Management Services ([gemshelp@uw.edu](mailto:gemshelp@uw.edu)) to discuss enrollment. See the UW [academic calendar](#).

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21. **If YES:** If students will receive credit in a specific quarter for work done outside that quarter (early fall or other), contact Graduate Enrollment Management Services ([gemshelp@uw.edu](mailto:gemshelp@uw.edu)) to discuss enrollment.
22. **If NO:** If students will not be able to enroll in a full-time course of study each quarter Au/Wi/Sp (10 credits/quarter), contact Graduate Enrollment Management Services ([gemshelp@uw.edu](mailto:gemshelp@uw.edu)) regarding visa eligibility for international students.

**If YES,** but students will be required to take more than 3 credits of DL coursework in any given quarter, contact Graduate Enrollment Management Services ([gemshelp@uw.edu](mailto:gemshelp@uw.edu)) regarding visa eligibility for international students.

23. If YES, provide contact information. See <http://grad.uw.edu/for-faculty-and-staff/gpagpc-resources/creating-an-admission-application-in-mygrad/> for information on creating the application.
24. **Contact Information:** indicate the faculty lead who will work with the Office of Academic Affairs & Planning on the proposal.
25. **Signatures:**
- (a) signature by the unit head (chair) indicates approval by the faculty of the unit that will offer the certificate;
  - (b) signature by the dean indicates review and approval of the proposed program, including information on the cover sheet, as well as confirmation that the proposal has gone through any required college- or school-level faculty review and approval;
  - (c) signature by UW Bothell or UW Tacoma Chancellor or Vice Chancellor indicates review and approval of the proposed program, including information on the cover sheet, as well as confirmation that the proposal has gone through any required campus-level faculty review and approval.