New Graduate Certificate Proposal – UW Seattle

Office of Academic Affairs & Planning

IDEA STAGE

Conversations with:
- Faculty/Deans/Chancellors;
- PCE (fee based programs);
- Office of Planning & Budgeting & Provost office;
- Other stakeholders across the three campuses.

DRAFT PNOI

- Follows Graduate School PNOI guidelines
- Faculty lead engages the Office of Academic Affairs and Planning (OAAP) in the Graduate School during PNOI development;
- Submit signed PNOI and stakeholder list to OAAP.

PNOI COMMENT PERIOD

- OAAP distributes for 14 day stakeholder comment period (all three campuses);
- Includes UW Libraries, Registrar's Office, GEMS.

GRADUATE SCHOOL COUNCIL

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

FULL PROPOSAL DEVELOPMENT

- Follows Graduate School proposal guidelines;
- Addresses stakeholder feedback;
- Includes final Memorandum of Agreement (for fee based programs)
- Submit preliminary draft to OAAP for review and comment;
- Unit submits final, signed proposal to OAAP.

Graduate School Dean authorizes proposal development.

BOARD OF REGENTS

- Certificate approval;
- Provost confirms Regents' approval.

CREATE CODE

OAAP directs Registrar to create new program code.

PROGRAM LAUNCH

Certificate Program 5 year review cycle begins.