New Graduate Degree Proposal – UW Bothell

IDEA STAGE
Conversations with:
• Faculty/Deans/Chancellors
• PCE (fee based programs)
• Office of Planning & Budgeting & Provost Office
• UWB Director of Graduate Studies (DGS)
• Other stakeholders across the three campuses

PLANNING NOTICE OF INTENT (PNOI)
• Follows Graduate School PNOI guidelines
• Faculty lead engages UWB curriculum director (CD) and Office of Academic Affairs and Planning (OAAP) in the Graduate School during PNOI development
• CD and OAAP review PNOI for completeness, confirmed by DGS
• GFO (EC) reviews/approves
• Council of Academic Deans notified; Dean and VCAA sign
• CD submits signed PNOI to OAAP

EXTERNAL REVIEW
• OAAP sends proposal to external reviewers
• Unit submits to OAAP a written response to reviewer comments.

AC & GFO REVIEW
• AC & GFO (EC) review proposal, including final MOA (multiple iterations possible)
• AC makes recommendation to VCAA & Chancellor who informs Graduate School Dean; includes OAAP and DGS on all correspondence
• VCAA signs proposal and CD submits to OAAP
• Graduate School Dean authorizes sending proposal to Board of Regents.

FULL PROPOSAL DEVELOPMENT
• Follows Graduate School proposal guidelines
• Addresses stakeholder feedback
• May engage external faculty in program development in place of formal external review (see proposal for detailed description)
• Includes tuition tier (state-funded programs) or draft of MOA (fee based programs) and/or other applicable agreements
• Unit contacts Student Financial Aid
• CD reviews for completeness, confirmed by DGS
• Submit preliminary draft to OAAP; unit receives and incorporates feedback
• School/unit review and approval; Dean and VCAA sign; CD submits final proposal to OAAP.

PNOI COMMENT PERIOD
• OAAP sends out for 14 day stakeholder comment period (all three campuses)
• Includes UW Libraries, Registrar’s Office, GEMS
• Includes UWB main administrative units impacted (e.g. IT, IP & B, Enrollment).

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BOARD OF REGENTS
• Degree approval
• Provost confirms Regents’ approval.

CREATE CODE
OAAP directs Registrar to create new program code

PROGRAM LAUNCH
• Unit works with Graduate Enrollment Management Services to create academic profile
• Degree program 5 year review cycle begins.