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;
• Coordinator of New Programs notifies ICAPP of idea (Stage Zero)

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;
• OAAP sends PNOI as Notice of Proposal to ICAPP.

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.

EXTERNAL REVIEW
• OAAP sends proposal to external reviewers;
• Unit submits to OAAP a written response to reviewer comments;
• OAAP sends proposal to ICAPP for 30-day review.

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).

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.

BOARD OF REGENTS
• Degree approval.
• Unit fills NWCCU form and submits form to UW Accreditation Liaison Officer (ALO).

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES (NWCCU)
• UW ALO submits form to NWCCU for approval;
• NWCCU approves;
• Provost confirms Board of Regents and NWCCU 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.

Chancellor’s Office endorses proposal development, notifying DGS & OAAP.