New Graduate Degree Proposal – UW Seattle

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

**PLANNING NOTICE OF INTENT (PNOI)**
- Follows Graduate School PNOI guidelines
- Faculty lead engages the Office of Academic Affairs and Planning (OAAP) 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 and GEMS.

**FULL PROPOSAL DEVELOPMENT**
- Follows Graduate School proposal guidelines;
- Addresses stakeholder feedback;
- Includes tuition tier (state-funded programs) or draft of MOA (fee based programs);
- Unit contacts Student Financial Aid;
- Submit preliminary draft to OAAP for review and comment
- Unit submits final, signed proposal to OAAP.

**EXTERNAL REVIEW**
- OAAP sends proposal to external reviewers;
- Unit submits to OAAP a written response to reviewers’ comments.

**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.

**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.

**GRADUATE SCHOOL**
Graduate School Dean authorizes proposal development