IDEA STAGE
Conversations with:
• Faculty/Deans/Chancellors;
• PCE (fee-based programs);
• Provost’s Office and Office of Planning & Budgeting;
• 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 the Office of Academic Affairs and Planning (OAAP) during PNOI development;
• Faculty lead submits signed PNOI and stakeholder list to OAAP;
• OAAP sends PNOI as Notice of Proposal to ICAPP.

PNOI COMMENT PERIOD
• OAAP distributes PNOI to all three campuses for 14-day stakeholder comment period;
• Includes UW Libraries, Registrar’s Office and GEMS.

GRADUATE SCHOOL
Graduate School Dean authorizes proposal development.

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

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.

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

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

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.