New Graduate Degree Proposal – UW Tacoma

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

**PLANNING NOTICE OF INTENT (PNOI)**
- Faculty lead contacts the Office of Academic Affairs and Planning (OAAP) in the Graduate School for proposal guidelines;
- Submit PNOI to OAAP.

**PNOI COMMENT PERIOD**
- 14 day stakeholder comment period (all three campuses);
- includes UW Libraries.

**EXTERNAL REVIEW**
- OAAP sends proposal to external reviewers
- Unit responds to reviewer comments

**FULL PROPOSAL DEVELOPMENT**
- Follows Graduate School proposal guidelines;
- Addresses stakeholders feedback;
- May engage external faculty in program development in place of formal external review (proposal includes detailed description)
- Includes tuition tier (state-funded programs) or draft of MOA (fee based programs);
- Unit contacts Student Financial Aid;
- Submit preliminary draft to OAAP, which provides feedback.

**FACULTY AND ACADEMIC COUNCIL**
- UWT faculty council considers proposal, including final MOA;
- Council makes recommendation to Chancellor and to Graduate School Dean;
- Unit incorporates feedback from faculty council, if needed.

**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.

Chancellor’s Office confirms proposal development, notifying OAAP