New Graduate Degree Proposal – UW Tacoma

IDEA STAGE
• Submit to Academic Plan
• Discuss with:
  • Faculty, Dean, Executive Vice Chancellor for Academic Affairs (EVCAA)
  • Educational Outreach (fee based programs)
  • Finance & Administration
  • Other stakeholders
• EVCAA notifies Office of Academic Affairs & Planning in the Graduate School (OAAP) of idea in monthly tri-campus phone call.
• OAAP notifies ICAPP of idea (Stage Zero).

PLANNING NOTICE OF INTENT (PNOI)
• Faculty lead begins drafting PNOI using proposal guidelines on the OAAP website and engages OAAP during development
• Faculty lead works with UWT Academic Affairs to identify campus and tri-campus stakeholder list to be submitted with PNOI
• Submit preliminary draft to OAAP for review and comment

PNOI COMMENT PERIOD
• OAAP distributes PNOI for 14-day comment period to all stakeholders:
  • UW Libraries, Registrar, GEMS, Financial Aid
  • UWT admin units
  • Tri-campus stakeholders
• OAAP sends PNOI as Notice of Proposal to ICAPP

CAMPUS REVIEW
* Council of Deans
* Executive Budget Committee
* APCC
* EVCAA endorses proposal development, and notifies OAAP

FULL PROPOSAL DEVELOPMENT
• Follows Graduate School proposal guidelines on the OAAP website
• Addresses stakeholder feedback
• May engage external faculty in program development in place of formal external review (provide detailed description)
• Includes tuition tier (state-funded) or draft of MOA (fee based programs)
• Submit preliminary draft to OAAP, which provides feedback and any necessary revisions before proposal is finalized

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

UW TACOMA APCC
• UWT APCC considers proposal, including final MOA
• Unit incorporates feedback from APCC, if needed
• APCC approves final proposal
• APCC makes recommendation to EVCAA and to Graduate School Dean

EXTERNAL REVIEW
• OAAP sends proposal to external reviewers
• Unit responds to reviewer comments
• OAAP sends proposal to ICAPP for 30-day review

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES (NWCCU)
UW ALO submits form to NWCCU for approval
NWCCU approves
UW ALO confirms NWCCU approval to the unit and to OAAP

CREATE CODE
• OAAP directs Registrar to create new program code.

BOARD OF REGENTS
• Degree approval
• Provost confirms Regents’ approval via memo
• Unit works with UW Accreditation Liaison Officer (ALO) to provide necessary information for NWCCU

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

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