

Process for Updates to Graduate School Memoranda  
and Creation of New Graduate School Memoranda

The Dean of the Graduate School has oversight and authority over graduate policies at the University of Washington. The Graduate School Memoranda articulate central Graduate School policies. The Dean works closely with the Associate Dean for Academic Affairs and Planning, the Associate Dean(s) for Student Affairs, and Graduate School staff to oversee and implement these policies. The Graduate School Memoranda are recorded, managed, and archived by the Office of Academic Affairs and Planning under direction of the Associate Dean. As such, the Associate Dean for Academic Affairs and Planning oversees the process of revising Graduate School Memoranda.

The following outlines the process when a Graduate School Memo needs revision or a current practice, not codified as policy, is to be incorporated into a Graduate School Memo.

- 1) When a policy is identified as in need of revision or formalization as part of a Graduate School Memo, the Associate Dean for Academic Affairs and Planning is informed of:
  - a. Graduate School memo(s) requiring revision
  - b. Reason for the change
  - c. Units and individuals impacted by the change
  - d. Units and individuals to assist with revision
  - e. Proposed process and timeline for revision
- 2) The Associate Dean, after consultation with the Dean, other Associate Deans, and other key stakeholders in the policy, will determine whether the memo change will be pursued and will confirm the process and timeline.
- 3) When a draft of the revision is completed it will be circulated to key stakeholders identified in item 2.
- 4) When the final version of the revised memo is ready, the Dean and Associate Dean for Academic Affairs and Planning determine whether the change requires advice from the Graduate School Council prior to implementation.
- 5) The Associate Dean for Academic Affairs and Planning will instruct staff to update the memo.

*Implemented: January 2015*