## OFFICE OF ACADEMIC AFFAIRS & PLANNING

# **New Graduate Degree Proposal** · UW SEATTLE



#### **IDEA STAGE**

#### Conversations with:

- Faculty/Deans/Chancellors,
- Professional and Continuing Education (PCE) (fee-based programs),
- Provost's Office and Office of Planning & Budgeting,
- Other stakeholders across the 3 campuses;
- Office of Academic Affairs & Planning notifies the Interinstitutional Committee for Academic Program Planning (ICAPP) of idea (Stage Zero).

### PLANNING NOTICE · · · · · · · · · · · · OF INTENT (PNOI)

- Faculty lead begins drafting PNOI using guidelines on the OAAP website and engages OAAP during development;
- Faculty lead submits preliminary draft proposal and cover sheet to OAAP for review and comment;
- · Faculty lead submits signed, finalized PNOI to OAAP.

#### PNOI COMMENT ..... **PERIOD**

- OAAP distributes PNOI for 14-day comment period, sending to all graduate faculty, chairs, and deans on all three campuses, as well as central administrative units;
- OAAP sends PNOI as Notice of Proposal to ICAPP.

#### **C** GRADUATE **SCHOOL**

· Graduate School Dean authorizes proposal development.

#### 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 draft cover sheet:
- · For fee-based programs, include draft of MOA;
- · Unit contacts Student Financial Aid;
- Unit submits preliminary draft to OAAP for review and comment;
- Unit submits final, signed proposal to OAAP.

# **BOARD OF REGENTS**

- · Degree approval;
- · Unit fills NWCCU form and submits form to UW Accreditation Liaison Officer (ALO).

### **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 (GEMS) to create academic profile;
- · Degree Program's 5-year review cycle begins.

THE GRADUATE SCHOOL UNIVERSITY of WASHINGTON

