New Graduate Certificate Proposal – UW Bothell

**IDEA STAGE**

Conversations with:
- Faculty/Deans/Chancellors
- PCE (fee based programs)
- Office of Planning & Budgeting & Provost Office
- UWB Director of Graduate Studies (DGS)
- Other stakeholders across the three campuses.

**DRAFT PNOI**

- Follows Graduate School PNOI guidelines
- Faculty lead engages UWB Curriculum Director (CD) and Office of Academic Affairs and Planning (OAAP) in the Graduate School during PNOI development
- CD and OAAP review PNOI for completeness, confirmed by DGS
- GFO (EC) reviews/approves
- Council of Academic Deans notified; Dean and VCAA sign
- CD submits signed PNOI to OAAP.

**PNOI COMMENT PERIOD**

- OAAP sends out for 14 day stakeholder comment period (all three campuses)
- Includes UW Libraries, Registrar’s Office, GEMS
- Includes UWB main administrative units impacted (e.g. IT, IP & B, Enrollment).

**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

**AC & GFO REVIEW**

- AC & GFO (EC) review proposal, including final MOA (multiple iterations possible)
- AC makes recommendation to VCAA & Chancellor who informs Graduate School Dean; includes OAAP and DGS on all correspondence
- VCAA signs proposal and CD submits to OAAP
- Graduate School Dean authorizes sending proposal to Board of Regents.

**FULL PROPOSAL DEVELOPMENT**

- Follows Graduate School proposal guidelines
- Addresses stakeholder feedback
- Includes tuition tier (state-funded programs) or draft of MOA (fee based programs) and/or other applicable agreements
- CD reviews for completeness, confirmed by DGS
- Submit preliminary draft to OAAP; unit receives & incorporates feedback
- School/unit review and approval; Dean sign; CD submits final proposal to OAAP.

**BOARD OF REGENTS**

- Certificate approval
- Provost confirms Regents’ approval.

**CREATE CODE**

- OAAP directs Registrar to create new program code.

**PROGRAM LAUNCH**

- Certificate program 5 year review cycle begins.