

## OFFICE OF ACADEMIC AFFAIRS & PLANNING

# New Graduate Certificate Proposal • UW SEATTLE



### START IDEA STAGE

Conversations with:

- Faculty/Deans/Chancellors,
- Professional and Continuing Education (PCE) (fee-based programs),
- Office of Planning & Budgeting and the Provost's office,
- Other stakeholders across the three campuses.

### DRAFT PLANNING NOTICE OF INTENT (PNOI)

- Faculty lead begins drafting PNOI using guidelines on the OAAP website;
- 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.



### 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.



### FULL PROPOSAL DEVELOPMENT

- Follows Graduate School proposal guidelines;
- Addresses stakeholder feedback;
- Includes final Memorandum of Agreement (MOA) (for fee-based programs);
- Submit preliminary draft to OAAP for review and comment;
- Unit submits final, signed proposal to OAAP.

*Graduate School Dean authorizes proposal development.*

### BOARD OF REGENTS

- Certificate approval;
- Provost confirms Regents' approval.

### CREATE CODE

- OAAP directs Registrar to create new program code.

FINISH

### PROGRAM LAUNCH

- Certificate Program 5-year review cycle begins.

