New Graduate Certificate Proposal · UW BOTHELL

START
IDEA STAGE

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

DRAFT PLANNING NOTICE OF INTENT (PNOI)

- Follows Graduate School Planning Notice of Intent (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;
- Bothell General Faculty Organization Executive Committee (GFO(EC)) reviews/approves;
- Council of Academic Deans notified;
- Dean and VCAA sign;
- CD submits signed 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 and UWB main administrative units impacted;
- OAAP sends PNOI as Notice of Proposal to ICAPP.

Chancellor's Office endorses proposal development, notifying DGS and OAAP.

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.

CAD & GFO REVIEW

- Council of Academic Deans (CAD) & Bothell General Faculty Organization Executive Committee (GFO(EC)) review proposal, including final MOA (multiple iterations possible);
- CAD and GFO (EC) make recommendation to VCAA & Chancellor;
- 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 and incorporates feedback;
- School/unit review and approval; Dean and VCAA 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.

FINISH
PROGRAM LAUNCH

- Certificate Program 5-year review cycle begins.

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