New Graduate Certificate Proposal – UW Seattle

**IDEA STAGE**
Conversations with:
• Faculty/Deans/Chancellors;
• PCE (fee based programs);
• Office of Planning & Budgeting & Provost office;
• Other stakeholders.

**DRAFT PNOI**
• Faculty lead contacts the Office of Academic Affairs and Planning (OAAP) in the Graduate School for proposal guidelines;
• Submit PNOI to OAAP

**PNOI COMMENT PERIOD**
• 10 day stakeholder comment period (all three campuses);

**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.

**FINAL PROPOSAL**
• Incorporates stakeholders feedback;
• Includes final Memorandum of Agreement (for fee based programs).

**BOARD OF REGENTS**
• Certificate approval;
• Provost confirms Regents’ approval.

**CREATE CODE**
OAAP directs Registrar to create new program code.

**DRAFT PROPOSAL**
• To OAAP for Review;
• Response to academic unit on draft proposal.

**PROGRAM LAUNCH**
• Certificate Program 5 year review cycle begins.