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.

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.

FINISH