New Graduate Degree Proposal • UW SEATTLE

IDEA STAGE

Conversations with:
- Faculty/Deans/Chancellors,
- Professional and Continuing Education (PCE) (fee-based programs),
- Provost’s Office and Office of Planning & Budgeting,
- Other stakeholders across the 3 campuses;
- Office of Academic Affairs & Planning notifies the Interinstitutional Committee for Academic Program Planning (ICAPP) of idea (Stage Zero).

PLANNING NOTICE OF INTENT (PNOI)

- Faculty lead begins drafting PNOI using guidelines on the OAAP website and engages OAAP during development;
- 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.

EXTERNAL REVIEW

- OAAP sends proposal to external reviewers;
- Unit submits to OAAP a written response to reviewers’ comments;
- OAAP sends proposal to ICAPP for 30 day review.

FULL PROPOSAL DEVELOPMENT

- Follows Graduate School proposal guidelines;
- Addresses stakeholder feedback;
- Includes draft cover sheet;
- For fee-based programs, include draft of MOA;
- Unit contacts Student Financial Aid;
- Unit submits preliminary draft to OAAP for review and comment;
- Unit submits final, signed proposal to OAAP.

BOARD OF REGENTS

- Degree approval;
- Unit fills NWCCU form and submits form to UW Accreditation Liaison Officer (ALO).

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES (NWCCU)

- UW ALO submits form to NWCCU for approval;
- NWCCU approves;
- Provost confirms Board of Regents and NWCCU approval.

CREATE CODE

- OAAP directs Registrar to create new program code.

FINISH

- Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile;
- Degree Program’s 5-year review cycle begins.