New Graduate Degree Proposal • UW TACOMA

**OFFICE OF ACADEMIC AFFAIRS & PLANNING**

**IDEA STAGE**
- Submit to Academic Plan
- Discuss with: Faculty, Dean, Executive Vice Chancellor for Academic Affairs (EVCAA); Educational Outreach (fee-based programs); Finance & Administration; other stakeholders;
- EVCAA notifies Office of Academic Affairs & Planning in the Graduate School (OAAP);
- OAAP notifies the Interinstitutional Committee for Academic Program Planning (ICAPP) of idea (Stage Zero).

**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.

**UW TACOMA APCC**
- UWT Academic Policy and Curriculum Committee (APCC) considers proposal, including final MOA;
- Unit incorporates feedback from APCC, if needed;
- APCC makes recommendation to EVCAA and to Graduate School Dean.

**EXTERNAL REVIEW**
- OAAP sends proposal to external reviewers;
- Unit responds to reviewer comments;
- OAAP sends proposal to ICAPP for 30-day review.

**FULL PROPOSAL DEVELOPMENT**
- Follows Graduate School proposal guidelines on the OAAP website;
- Addresses stakeholder feedback;
- Includes draft cover sheet;
- For fee-based programs, include draft of MOA;
- Unit submits preliminary draft to OAAP for review and comment;
- Unit submits final, signed proposal to OAAP.

**BOARD OF REGENTS**
- Degree approval / Provost confirms Regents’ approval via memo;
- Unit works with UW Accreditation Liaison Officer (ALO) to provide necessary information for NWCCU.

**NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES (NWCCU)**
- UW ALO submits form to NWCCU for approval;
- NWCCU approves;
- UW ALO confirms NWCCU approval to the unit and to OAAP.

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

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