New Graduate Certificate Proposal – UW Tacoma

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 the Office of Academic Affairs and Planning (OAAP) in the Graduate School of idea in monthly tri-campus phone call

PLANNING NOTICE OF INTENT (PNOI)
• Faculty lead begins drafting PNOI using proposal guidelines on the OAAP website
• Faculty lead works with UWT Academic Affairs to identify campus and tri-campus stakeholder list to be submitted with PNOI
• Submit preliminary draft to OAAP for review and comment

PNOI COMMENT PERIOD
• 14 day stakeholder comment period (all three campuses)
  • UW Libraries, Registrar, GEMS, Financial Aid
  • UWT admin units
  • Tri-campus stakeholders identified by proposing unit

CAMPUS REVIEW
• Council of Deans
• Executive Budget Committee
• APCC
• EVCAA endorses proposal development and notifies OAAP

GRADUATE SCHOOL COUNCIL
• Graduate School Council considers proposal, including final MOA;
  • After presentation, unit incorporates feedback if needed
  • Graduate School Dean authorizes sending proposal to Board of Regents.

UW TACOMA APCC
• UWT APCC considers proposal, including final MOA
• Unit incorporates feedback from APCC, if needed
• APCC approves final proposal
• APCC makes recommendation to EVCAA and to Graduate School Dean

FINAL PROPOSAL
• Unit incorporates stakeholders’ feedback;
  • Includes final Memorandum of Agreement (for fee based programs).

FULL PROPOSAL DEVELOPMENT
• Follows Graduate School proposal guidelines
• Addresses stakeholders feedback
• Includes tuition tier (state-funded programs) or draft of MOA (fee-based programs)
• Unit submits preliminary draft to OAAP, for review and comment before proposal is finalized

BOARD OF REGENTS
• Certificate approval
  • Provost confirms Regents’ approval via memo

CREATE CODE
• OAAP directs Registrar to create new program code

PROGRAM LAUNCH
• Unit works with Graduate Enrollment Management Services to create academic profile
• Certificate program 5 year review cycle begins.