**UWT New Graduate Certificate Proposal Outline**

1. **Idea Stage**
2. Faculty consults with other program/division/school faculty on new idea;
3. Idea reviewed and approved by Dean;
4. Dean shares idea at Council of Deans (COD) meeting;
5. Executive Vice Chancellor for Academic Affairs (EVCAA) decides if idea can move forward;
6. EVCAA notifies the Office of Academic Affairs (OAA) in the Graduate School.
7. **Planning Notice of Intent (PNOI)**
8. Faculty lead begins drafting PNOI using guidelines on the OAA website and engages OAA during development;
9. Faculty lead submits preliminary draft proposal and cover sheet to OAA for review and comment;
10. School curriculum coordinator submits PNOI to Faculty Assembly (FA) program coordinator to initiate the UWT Internal Review and Approval process, followed by submission of final, signed PNOI to OAA.

**UWT INTERNAL REVIEW AND APPROVAL PROCESS**

1. FA program coordinator posts PNOI on Canvas and emails stakeholders.
2. UWT stakeholders provide feedback on posted PNOI (10 business days.)
3. Faculty and Dean meets with Finance & Administration and EVCAA or designee to develop preliminary budget based on PNOI anticipated resource needs and stakeholder feedback.
4. After UWT stakeholder review and budget is developed, FA program coordinator emails COD to provide feedback (10 business days.)
5. Proposing faculty provide written response to feedback in Canvas.
6. School curriculum coordinator posts PNOI, all feedback, and preliminary budget to the Discussion section of Canvas for APCC meeting.
7. APCC reviews and provides feedback to proposing faculty. Revisions may be requested or required based upon feedback.
8. EVCAA reviews APCC feedback and documents. EVCAA provides decision to proposing faculty and Dean if they can move forward in the process.

**PNOI SUBMISSION**

1. Faculty lead submits signed, finalized PNOI to OAA.
2. **PNOI Comment Period**
3. OAA 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;
4. Graduate School authorizes full proposal development.
5. **Full Proposal Development**
6. Follows Graduate School proposal guidelines on the OAA website;
7. Addresses stakeholders feedback;
8. Unit submits preliminary draft to OAA for review and comment;
9. If the proposal is more than a year after PNOI approval, a new PNOI with an updated budget must be submitted.
10. **Campus Full Proposal Review and Approval**
11. School curriculum coordinator submits full proposal, PNOI, stakeholder feedback, and budget to APCC to initiate the Campus Full Proposal Review and Approval process;

**CAMPUS FULL PROPOSAL REVIEW AND APPROVAL PROCESS**

1. FA program coordinator posts documents on Canvas and emails stakeholders and COD.
2. UWT Stakeholders and COD provide feedback on submitted documents (10 business days);
3. Proposing faculty provide written response to feedback in Canvas;
4. School curriculum coordinator posts all documents and feedback received to the Discussion section of Canvas for APCC meeting;
5. APCC reviews and provides decision to proposing faculty. Revisions may be requested or required based upon feedback;
6. EVCAA reviews all documents, feedback, and APCC decision. EVCAA provides decision to proposing faculty and Dean if proposal can advance through remainder of UW process;

**FINAL PROPOSAL SUBMISSION**

1. After completion of the Campus Full Proposal Review and Approval process, unit submits final, signed proposal to OAA.
2. **Graduate School Council**
3. Graduate School Council considers proposal, including final MOA;
4. After presentation, unit incorporates feedback if needed;
5. Graduate School Dean authorizes sending proposal to Board of Regents.
6. **Board of Regents**
7. Certificate approval;
8. Provost confirms Regents’ approval via memo.
9. **Create Code**
10. OAA directs Registrar to create new program code.
11. **Program Launch**
12. Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile;
13. Certificate program’s 5-year review cycle begins.