**GRADUATE CERTIFICATE PROGRAM CHECKLIST**

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| **PROGRAM NAME** |  |
| **STAFF CURRICULUM COORDINATOR** | Name, Email |
| **FACULTY** | Name(s), Email |

**1. IDEA STAGE**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. Faculty consults on new ideas with program/division/school faculty. |  |  |
|  | 2. Idea reviewed and approved by Dean |  |  |
|  | 3. Dean presents idea to Council of Deans (COD). |  |  |
|  | 4. Executive Vice Chancellor (EVCAA) decides if idea can move forward. |  |  |
|  | 5. EVCAA notifies the Office of Academic Affairs & Planning in the Graduate School (OAAP); OAAP notifies the Interinstitutional Committee for Academic Program Planning (ICAPP) of idea. |  |  |

**2. PLANNING NOTICE OF INTENT (PNOI)**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. Faculty lead begins drafting PNOI using guidelines on the OAA website and engages OAA during development. |  |  |
|  | 2. Faculty lead submits preliminary draft proposal and cover sheet to OAA for review and comment. |  |  |
|  | 3. School curriculum coordinator submits PNOI to Faculty Assembly (FA) program coordinator to initiate the UWT Internal Review and Approval process. |  |  |
| **UWT INTERNAL REVIEW AND APPROVAL PROCESS** | | | |
|  | 4. FA program coordinator posts PNOI on Canvas and emails stakeholders. |  |  |
|  | 5. UWT stakeholder feedback of PNOI (10 business days). |  |  |
|  | 6. Faculty and Dean develop budget with Finance & Administration and the EVCAA or designee. |  |  |
|  | 7. FA program coordinator emails COD to provide feedback on PNOI & budget (10 business days). |  |  |
|  | 8. Proposing faculty provide written response to feedback in Canvas. |  |  |
|  | 9. School curriculum coordinator posts PNOI, all feedback, and preliminary budget to Discussion section of Canvas for APCC meeting. |  |  |
|  | 10. APCC reviews and provides feedback to proposing faculty on Canvas. |  |  |
|  | 11. EVCAA reviews APCC feedback and provides decision if proposal can move forward. |  |  |
| **PNOI SUBMISSION** | | | |
|  | 12. Faculty lead submits final, signed PNOI to OAA. |  |  |

**3. PNOI COMMENT PERIOD**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. 1. OAA distributes PNOI for 14-day comment period, sending to all graduate faculty, chairs, and deans on all three campuses, and central administrative units. |  |  |
|  | 1. 2. Graduate School authorizes full proposal development. |  |  |

**4. FULL PROPOSAL DEVELOPMENT**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. Unit follows Graduate School proposal guidelines on the OAAP website; addresses stakeholder feedback; includes draft cover sheet; for fee based programs, include draft of MOA. |  |  |
|  | 2. Unit submits preliminary draft to OAAP for review and comment. |  |  |
|  | 3. If the proposal is more than a year after PNOI approval, a new PNOI with an updated budget must be submitted. |  |  |

**5. CAMPUS FULL PROPOSAL REVIEW AND APPROVALS**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. School curriculum coordinator submits full proposal, PNOI, previous feedback, and budget to APCC to initiate the Campus Full Proposal Review and Approval process; |  |  |
| **UWT INTERNAL REVIEW AND APPROVAL PROCESS** | | | |
|  | 2. FA program coordinator posts documents on Canvas and emails stakeholders and COD. |  |  |
|  | 3. UWT Stakeholders and COD review and provide feedback on submitted documents (10 business days). |  |  |
|  | 4. Proposing faculty provide written response to feedback in Canvas. |  |  |
|  | 5. School curriculum coordinator posts all documents and feedback to Discussion section of Canvas for APCC meeting. |  |  |
|  | 6. APCC reviews and provides decision to proposing faculty. |  |  |
|  | 7. 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** | | | |
|  | 8. After completion of Campus Full Proposal Review and Approval process, unit submits final, signed proposal to OAA. |  |  |

**6. GRADUATE SCHOOL COUNCIL**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. Council considers proposal including final MOA. |  |  |
|  | 2. After presentation, unit incorporates feedback, if needed. |  |  |
|  | 3. Graduate Dean authorizes sending proposal to Board of Regents. |  |  |

**7. BOARD OF REGENTS**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. Certificate approval |  |  |
|  | 2. Provost confirming Regents’ approval via memo. |  |  |

**8. CREATE CODE**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. OAAP directs Registrar to create new program code. |  |  |

**9. PROGRAM LAUNCH**

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|  | STEP | DATE | COMMENTS/NOTES (if needed) |
|  | 1. Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile. |  |  |
|  | 2.Certificate Program’s 5-year review cycle begins. |  |  |