**UNDERGRADUATE PROGRAM CHECKLIST**

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| **PROGRAM NAME** | Bachelor of Arts degree in…(major – most common); Bachelor of Science in …. degree (named degree); Minor in ….  |
| **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. Dean approves idea.  |  |  |
|  | 3. Dean presents idea to Council of Deans (COD).  |  |  |
|  | 4. Executive Vice Chancellor (EVCAA) approves idea.  |  |  |

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

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|  | STEP  | DATE | COMMENTS/NOTES (if needed)  |
|  | 1. Unit faculty develop PNOI content and complete coversheet  |  |  |
|  | 2. Dean reviews and signs PNOI.  |  |  |

**3. UWT INTERNAL REVIEWS AND APPROVAL**

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|  | STEP  | DATE | COMMENTS/NOTES (if needed)  |
|  | 1. School curriculum coordinator submits PNOI to Faculty Assembly (FA) program coordinator.  |  |  |
|  | 2. FA program coordinator posts PNOI on Canvas and emails stakeholders. |  |  |
|  | 3. UWT stakeholder feedback of PNOI (10 business days). |  |  |
|  | 4. Faculty and Dean develop budget with Finance & Administration and the EVCAA or designee.  |  |  |
|  | 5. FA program coordinator emails COD to provide feedback on PNOI & budget (10 business days). |  |  |
|  | 6. Proposing faculty provide written response to feedback in Canvas. |  |  |
|  | 7. School curriculum coordinator posts PNOI, all feedback, and preliminary budget to Discussion section of Canvas for APCC meeting. |  |  |
|  | 8. APCC reviews and provides feedback to proposing faculty on Canvas. Revisions may be requested or required based upon feedback. |  |  |
|  | 9. EVCAA reviews APCC feedback and provides decision if proposal can move forward.  |  |  |

**4. NOTICE OF PROPOSAL (NOP)**

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|  | STEP  | DATE | COMMENTS/NOTES (if needed)  |
|  | 1. 1. School curriculum coordinator prepares NOP – signed by Dean first, then EVCAA.
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|  | 1. 2. School curriculum coordinator submits signed NOP to University Curriculum Office (UWCO).
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|  | 1. 3. UWCO sends NOP for tri-campus review.
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|  | 1. 4. UWCO notifies unit once review is complete and requests comments received be addressed.
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**5. FULL PROPOSAL DEVELOPMENT**

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|  | STEP  | DATE | COMMENTS/NOTES (if needed)  |
|  | 1. Unit enters program proposal into University of Washington Curriculum Management (UWCM). |  |  |
|  | 2. If full proposal is submitted more than a year after PNOI approval, an updated budget must be provided. |  |  |

**6. 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.  |  |  |
|  | 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. Revisions may be requested or required based upon feedback. |  |  |
|  | 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 |  |  |

**7. FULL PROPOSAL TRI-CAMPUS REVIEW**

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|  | STEP  | DATE | COMMENTS/NOTES (if needed)  |
|  | 1. UWCO sends out proposal for tri-campus review.  |  |  |
|  | 2. UWCO notifies unit once review is complete and requests comments received be addressed. |  |  |
|  | 3. APCC Chair reviews and gives final approval in UWCM. |  |  |
|  | 4. Interinstitutional Committee for Academic Program Planning (ICAPP) 30-day review submitted by unit.  |  |  |

**8. PRESIDENT AND NWCCU APPROVALS**

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|  | STEP  | DATE | COMMENTS/NOTES (if needed)  |
|  | 1. UWCO issues letter from President. (NOTE: If named degree, it goes instead to the Board of Regents and Provost approval.)  |  |  |
|  | 2. UW liaison for the Northwest Commission on Colleges and Universities (NWCCU) works with School to submit proper documentation for NWCCU approval. |  |  |