

UNDERGRADUATE PROGRAM PROCESS

IDEA STAGE

1. Faculty consults with other program/division/school faculty on new idea.
2. Idea reviewed and approved by Dean.
3. Dean shares idea at Council of Deans (COD) meeting.
4. Executive Vice Chancellor for Academic Affairs (EVCAA) decides if idea can move forward.

PLANNING NOTICE OF INTENT (PNOI)

1. Unit Faculty develop PNOI content and complete coversheet.
2. Dean reviews and signs PNOI.

UWT INTERNAL REVIEW AND APPROVALS

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

NOTICE OF PROPOSAL (NOP)

1. If full proposal will be developed, School curriculum coordinator submits a Notice of Proposal (NOP) to UW Curriculum Office. NOP is to be signed by Dean first, then EVCAA.
2. School curriculum coordinator submits signed NOP to UW Curriculum Office (UWCO).
3. UWCO sends NOP out for tri-campus review and comment.
4. UWCO notifies academic unit once review is complete. Occasionally, there are significant comments that need addressed.

PRESIDENT and NWCCU APPROVALS

1. UW Curriculum Office issues letter from President (NOTE: If a named degree is being proposed, it goes instead to the Board of Regents and Provost approval.)
2. After President (or Provost) approval, UW liaison for the Northwest Commission on Colleges and Universities (NWCCU) works with School to submit proper documentation for NWCCU approval.

FULL PROPOSAL TRI-CAMPUS REVIEW

1. UW Curriculum Office sends out proposal for tri-campus review and comment.
2. UWCO notifies unit once review is complete and requests comments received are addressed.
3. APCC Chair gives final approval.
4. Interinstitutional Committee for Academic Program Planning 30 day review submitted by unit.

CAMPUS FULL PROPOSAL REVIEW AND APPROVALS

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 provide feedback on submitted documents (10 business days.); Dean presents full proposal at COD meeting for feedback.
4. Proposing faculty provide written response to feedback in Canvas.
5. Proposing faculty and Dean meet with Director of Planning & Budget for AA to finalize budget.
6. School curriculum coordinator posts all documents and feedback received to the Discussion section of Canvas for APCC meeting.
7. APCC reviews and provides decision to proposing faculty. Revisions may be requested or required based upon feedback.
8. 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.
9. Unit enters new undergrad proposal into University of WA Curriculum Management system. (UWCM).

FULL PROPOSAL DEVELOPMENT

1. Unit develops full proposal using the Undergraduate Full Proposal Guidelines..