

Revised Flow Chart & Timeline for New Undergraduate Majors and Program Changes 2017 -2018

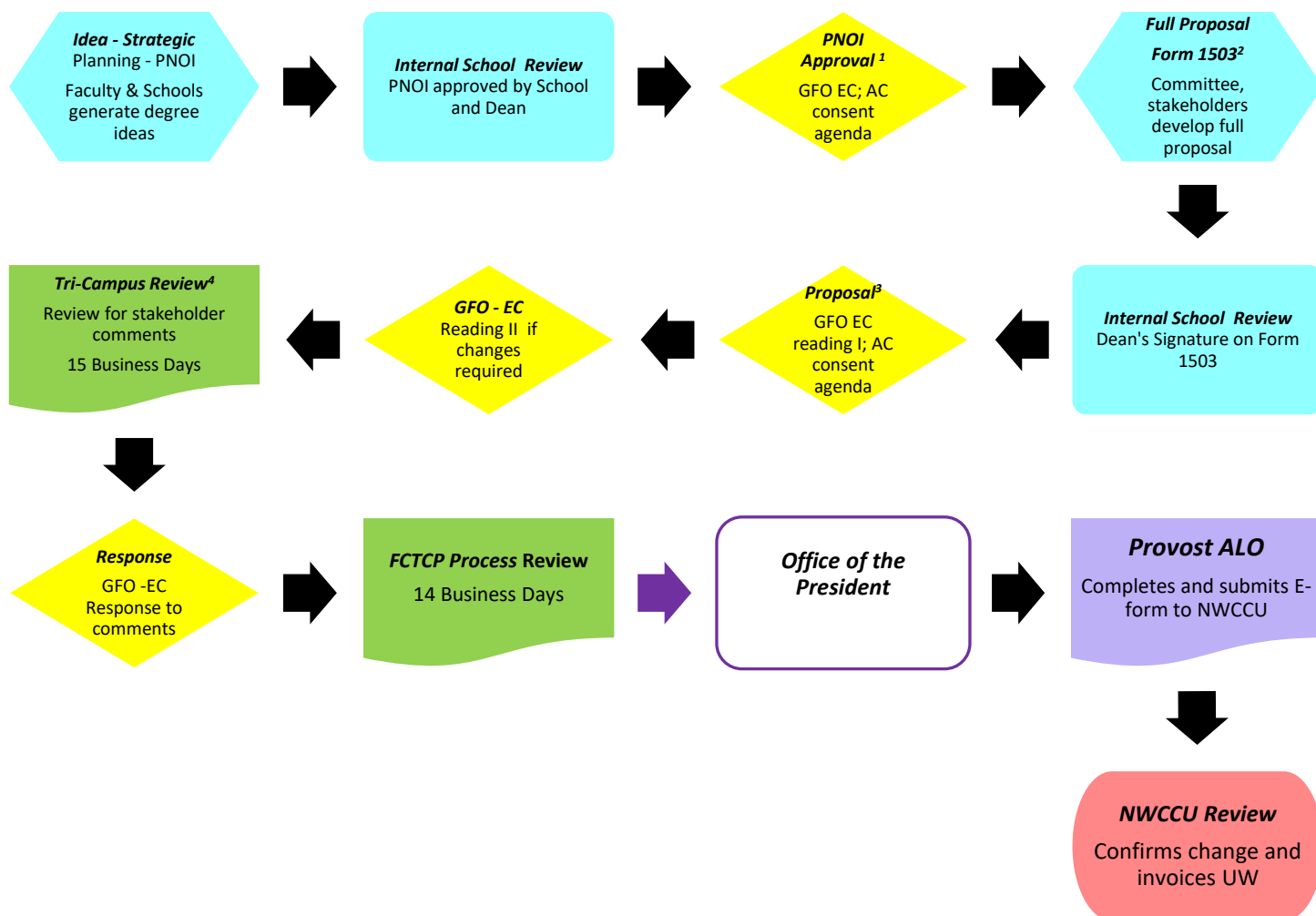
NWCCU Substantive Change Policy

NWCCU has updated its “Substantive Change Policy,” effective as of January 1, 2017. NWCCU monitors proposed changes whenever an accredited institution plans a substantive change in its mission and core themes, scope, ownership or control, area served, or other significant matters that have impact on the resources and capacity of the institution. The Commission defines these changes as *major* changes or *minor* changes.

The policy changes impacts the review and approval on undergraduate and graduate programs of study.

1. New programs may not recruit or advertise prior to NWCCU review.
2. The Office of the Provost’s Accreditation Liaison Officer will submit the forms to NWCCU for all UW campuses.
3. NWCCU will confirm category of the change and invoice UW. Minor changes may cost \$300 - \$400. An expedited review is an additional fee.
4. NWCCU’s review of proposal begins upon payment.

Flowchart of Undergraduate Review Process



¹The PNOI does not require a Form 1503, nor does it go to UW Seattle for review.

²Development and approval of the full proposal starts after the GFO EC approves the PNOI.

³The GFO EC may require changes to proposals and request a second reading. The AC may request additional information on proposals.

⁴If there are comments made during Tri-Campus Review, the proposal returns to the GFO EC. The GFO EC requests a response from the proposal committee, approves the response, and resubmits the proposal to FCTCP. If there are no comments, the proposal moves forward for final approval.

Timeline for Undergraduate Proposals

PNOI	Task	Process
PNOI Cover	PNOI Statement	2 - 4 weeks
	School Approval	4 - 6 weeks
	GFO EC, Academic Council	4 - 8 weeks
	UWS - ICAPP**	4 Weeks*
	Total	≈18 weeks
Full Proposal	Task	Process
Form 1503	Proposal Development	6 - 12 weeks
	School Approval	4 - 8 weeks
	GFO EC, Academic Council	4 - 8 weeks
	Tri Campus Review	4 - 8 weeks
	GFO EC Response	2 - 4 weeks
	FCTCP	2 weeks
	Office of the President	8 weeks
	Provost - NWCCU	12 - 14 weeks
	Total	≈ 52 weeks

GT 70 Weeks

*Does not stop the process

**Inter-institutional Committee for Academic Program Planning - COP