UW Bothell Curriculum Guide 2021-22

CURRICULUM GUIDE FOR DEGREES, MAJORS, OPTIONS, MINORS, AND COURSES

Contents

UW Bothell Curriculum Guide 2021-22. Approved by GFO EC on June 1, 2021.

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Curriculum Guide Overview

This Curriculum Guide is designed for anyone developing or changing programs or courses at UW Bothell. The guide is available on the curriculum website with enabled links to resources and forms required for curriculum processes. Please note that this document is subject to change but reflects current practices as of June 2021. In the event of any significant changes, the document will be updated, and those updates will be noted below.

This guide contains instructions, forms, and other information to support the following curricular needs:

New and Change Undergraduate Program Proposals
New and Change Graduate Program Proposals
New and Change Undergraduate and Graduate Course Applications

As of Spring 2021, the 1503 form is no longer an approved part of the UW program approval process and will not be accepted for proposals. Instead, all undergraduate program and undergraduate and graduate course applications will be processed through UW CM. Graduate program proposals are currently not being processed using UW CM. More information on that process is in this guide.

For any questions regarding this document or any part of these processes and procedures, please contact the Associate Vice Chancellor for Student Success at uwbcurr@uw.edu

This guide contains updates from the UW Bothell Curriculum Guide 2020 in the following ways:

- It includes updated information about UW CM process flow that replaces the 1503 paper form.
- It updates the NOP process for undergraduate new and substantive change program proposals.
- It updates the undergraduate full proposal required information as well as required review and signatures from campus administration and offices for the approval process.
- It updates the graduate new program process to include required review and signatures from campus administration and offices for the approval process.
- It suggests best practices for developing new or changing courses.

1.0 New Undergraduate Program Proposals

1.1 Guidelines for New Undergraduate Degrees, Majors, Concentrations, and Options

Degrees are awarded for satisfaction of general education requirements of the university, completion of program requirements and electives specified for a major, and completion of 180 credits of courses with a minimum 2.0 cumulative grade point average. A degree is distinct from a major in that a degree includes all coursework completed at the university; a major refers to coursework completed for the focus of the degree.

a. Majors should consist of between 50 and 90 credits.
b. The credits to complete a major, along with general education requirements and admission requirements, should not require students to complete more than 180 credits for their degree.
c. Majors may be proposed with three types of admission:
   1) Open Admission: Matriculated students in good academic standing are admitted at any time.
   2) Selective/Minimum Requirements Admission: Requires students to complete satisfactorily a set of prerequisite courses with a minimum GPA. All students who meet the minimum requirements are admitted.
   3) Competitive Admission: Students must complete all minimum requirements to apply and must then compete with the entire applicant pool for a limited number of spaces.
d. Majors should include at least 20 credits of core courses, which all students must fulfill. These courses may come from groups, and courses in any given group should be comparable in learning goals. The intention is to provide a substantive foundation that all students in a major share.
e. Majors should require that at least 50% of the credits for that major derive from upper-division (300-and 400-level) courses.
f. Proposed catalog copy for a major may explicitly list electives for inclusion in the catalog. Alternatively, proposed catalog copy may indicate that electives may be taken from a list that is managed by the department. Such lists should be included with the initial proposal documentation, with an indication that they will be departmentally managed.
g. Majors and degrees that are competitive or admit students directly as freshmen must include a continuation policy that is no more restrictive than the requirements to graduate from the major.
h. Programs shall not present barriers to admission or graduation to students with disabilities.

1.2 Notice of Proposal (NOP)

The Faculty Council on Tri-Campus Policy (FCTCP) approved a review stage, which must take place prior to campus academic program committee review of *new or substantively changed undergraduate programs*.

A unit planning to offer a new undergraduate program or make a **substantive** change to an existing undergraduate program must complete the Notice of Proposal (NOP) review process. The NOP is *not* submitted into the UW CM. Instead, it is submitted as an electronic file according to the process below.

All *new* program proposals (degree, major, option, minor) require an NOP. An NOP completing tri-campus review is valid for fifteen calendar months after the month the NOP completes tri-campus review. For example: an NOP completing tri-campus review any time in May is valid through the end of August of the following year. A program proposal submitted to the University Curriculum Office after the NOP is no longer valid requires a new NOP submission by the unit.

[NOP Form](#)

The NOP process steps are:

1. The NOP form will be prepared in the school and signed by the Dean.
2. The form will be sent to the GFO Program Coordinator for an additional signature from the UW Bothell Vice Chancellor of Academic Affairs.
3. The form will be sent to UW Curriculum Office (UWCO) to post to Tri-campus Review.
4. The Tri-campus review will last 10 business days.
5. UWCO will document comments.
6. UWCO will notify the GFO Program Coordinator if there are any comments requiring a response.
   - If there are no comments requiring a response, the School may move forward with the process below.
   - If there are comments, the School will prepare a response. The response will be sent to the GFO Program Coordinator who will forward it for Dean, CCASC Chair, and VCAA signatures and then send it to UWCO. At this time, the School may move forward with the process below.

After the NOP is approved, the University of Washington Curriculum Office (UWCO) will issue an online link with the NOP approval. Please add this link to the "Notice of Proposal" area in UW CM as you develop or change the program.

1.3 Planning Notice of Intent (PNOI)

The PNOI is the **first step** in developing *new* degrees, majors, and options. *This is not a required step for changing existing degrees, majors, or options nor for developing a new minor.* It is a summary to share information on planned programs required by the General Faculty Organization Executive Council (GFO EC) and the VCAA. Review is internal to UW Bothell and it **is not** submitted to the UW Curriculum Office. The PNOI is submitted to the GFO Program Coordinator to arrange scheduling with the GFO EC as an agenda item. Proposals for new minors **do not** require a PNOI. Please note, CCASC *does not* review new proposals, only change proposals.

The PNOI consists of two parts:

1. PNOI Cover Sheet, downloadable on the UW Bothell Curriculum website.

2. PNOI Table of Contents (see below).

The table of contents below lists the information sections to be included in the PNOI proposal.

Planning Notice of Intent (PNOI) Table of Contents

1) **Program Description & Rationale**
   a) Overview of Program & Goals and Unique aspects compared to existing programs
   b) Relationship to Institutional Mission and Program Priorities
2) **Demand: Documentation of Need for Program**
   a) Regional, State, and National Demand – please work with the Associate VC of Student Success to access and prepare a full market research study using the EAB Portal.
   b) Student Demand
3) **Resource Impact Statement**
   a) New Resources Required (such as faculty, staff, equipment, offices, classrooms, IT, etc).
   b) Approved Resources

1.4 New Undergraduate Degree or Major Full Proposal Table of Contents and Guidelines

A full proposal provides additional details for *new degrees for review by the GFO EC and the VCAA.* The development of the full proposal in UW CM moves forward when the PNOI process is complete and approval in UW CM occurs after all aspects of the approval process have been met at UW Bothell. A UWB New Program Cover Sheet is also required for the full proposal for submission to the GFO EC and the VCAA. It is downloadable on the UW Bothell Curriculum website.

These guidelines are established and approved by the GFO EC and the VCAA for the UW Bothell campus. They should be used to develop the Full Proposal in full for review by the GFO EC and the VCAA.

New Undergraduate Degree Full Proposal Table of Contents

1) **Overview**
   a) Program Description - Describe the proposed degree program, including rationale and response to current trends in the field. Include a mission statement specific to the proposed program.
   b) Relationship to Institutional Mission and Program Priorities - Describe how the proposed program reflects and supports the mission and strategic plan of the School and also UW Bothell campus and reflects program priorities.
2) **Demand: Documentation of Need for Program**
   a) Student Demand - Describe student interest in program, including surveys and other measures. Describe projected student career and employment outcomes. Please support this section using the EAB full market research study.
   b) Relationship to Regional and Other Institutions - Identify similar programs offered at UW Seattle, UW Bothell, or UW Tacoma and similar regional programs if relevant. Describe unique aspects of the proposed program. Please support this section using the EAB full market research study.
   c) Regional Demand for Program - Describe regional, state, and national demand for program.
3) **Curriculum**
   a) General Education Requirements
   b) Admission Requirements

c) Describe admission process to the degree/major. If applicable, describe admission process to UW Bothell. Indicate whether the UW Bothell Vice Chancellor of Enrollment Management and Student Affairs has been consulted and how their feedback has been addressed.

4) **Program Requirements**
  a) Include prerequisites, core courses, and program electives. Also, if course work is interdisciplinary, include concurrence of participating Schools. Indicate whether the UW Bothell Office of Student Academic Success has been consulted and how their feedback has been addressed.

5) **Faculty**
  a) Faculty Expertise - Describe how faculty expertise contributes to the program and include information on teaching capacity. Provide profiles of the anticipated faculty that will support the program.
  b) Faculty Governance - Describe how faculty will oversee the program.

6) **Administration & Student Services**
  a) Students - Describe the student population to be served. Provide projected enrollments for five years or until full enrollment is reached (whichever is longer). Indicate whether the UW Bothell Vice Chancellor of Enrollment Management and Student Affairs has been consulted and how their feedback has been addressed.
  b) Degree Map – Provide a four year completion plan/degree map.
  c) Administrative Support - Describe the staffing plan for administrative and support services for the program.
  d) Administrative Program Home - Indicate the administrative home and discuss resources that will be leveraged or added for program such as libraries, advising, and outreach. Indicate whether the UW Bothell Library and the UW Bothell Office of Connected Learning have been consulted and how their feedback has been addressed.
  e) Infrastructure Requirements - Describe required infrastructure improvements, including the need for additional library or technology resources, special space requirements (laboratory space or special classrooms), and equipment needs. Costs and sources of funding associated with these improvements should be outlined in the budget section of the proposal. Indicate whether the UW Bothell Assistant Vice Chancellor for Information Technology, the UW Bothell Library, and Vice Chancellor for Planning and Administration have been consulted and how their feedback has been addressed.
  f) Diversity Plan - Detail efforts planned to recruit and retain a diverse student body and how the program supports DEI initiatives related to UW Bothell Campus Strategic Planning. Indicate whether the UW Bothell Assistant Vice Chancellor of Diversity, Equity, and Inclusion and the Vice Chancellor of Enrollment Management and Student Affairs have been consulted and how their feedback has been addressed.

7) **Assessment Plan**
  a) Program Assessment - Student learning outcomes and assessment - describe learning goals and how they will be assessed. Indicate whether the UW Bothell Assessment Specialist has been consulted and how their feedback has been addressed.
  b) Accreditation - Indicate if the program will seek specialized accreditation. If yes, identify the accrediting body and discuss process for program.

8) Budget and Space
   a) Program Costs - Describe program cost and impact on other programs or departments within the institution. For all programs regardless of funding source, describe the sources of funding and minimum enrollment threshold to offer the program. Note: An additional Budget Worksheet is required in addition to the description above. See below for the required components of the worksheet. Indicate whether the UW Bothell Vice Chancellor for Planning and Administration has been consulted and how their feedback has been addressed.
   b) Program Space – Describe the impacts the program will have on campus space, addressing restraints, needs, and if hybrid or online options will be available to offset space considerations. Indicate whether the UW Bothell Vice Chancellor for Planning and Administration has been consulted and how their feedback has been addressed.

1.5 Budget Worksheet

The GFO EC requires that full proposals submit a budget form to provide information on program funding sources. The budget is internal to UW Bothell and is not sent to UW Seattle for review.

Summary of Program Costs and Revenue

Program Expenses					
	Year 1	Year 2	Year 3	Year 4	Year *n* (full enrollment)[1]
Administrative Salaries (# FTE) Benefits @ # %					
Faculty Salaries (# FTE) Benefits @ # %					
Staff Salaries (# FTE) Benefits @ # %					
Other Salaries (# FTE) Benefits @ # %					
Financial Aid specific to the program					
Academic Support Services					
Libraries					
Auxiliary Campus Support Services					
Goods and Services					
Faculty Recruitment					
Travel					
Equipment					
Other (itemize)					
Total Costs					
Program Revenue					
	Year	Year	Year	Year	Year *n*

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[1] Enrollment estimates should tie very closely to independent market research conducted by EAB and other entities.

|	1	2	3	4	(full enrollment)
State Support (General Fund) *					
Tuition and Fees (total)*					
Corporate Grants / Donations					
Other Fund Source (specify)					
Total Revenue					

1.6 Timeline for Full Proposals

The timeline for developing new programs is dependent on several processes that coordinate across internal sectors, campuses, and external groups. The time from start to finish is highly variable. However, a recommended practice is to project a timeframe at the start of the development process to include a proposed program start date. After approval at UW Bothell, the timeline is generally as follows below once received by UWCO. Read more in the FAQ.

The following is the UW CM approval nodes for new program and substantive change proposals. PLEASE NOTE: The "Curriculum Committee" node for new programs is defined as "GFO EC" and does *not* directly involve the UW Bothell Campus Council on Academic Standards & Curriculum (CCASC) as an approval body. It is functional in this scenario only as a pass-through approval once GFO EC notifies the CCASC Chair.

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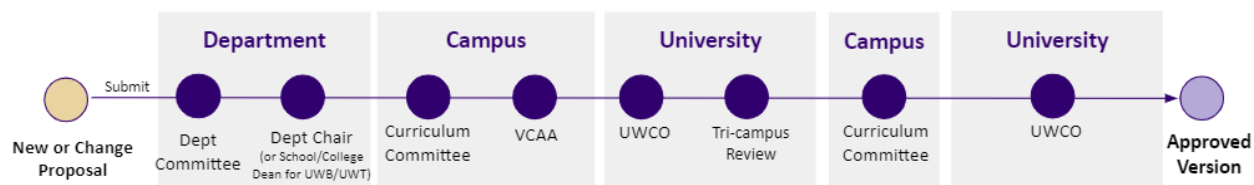
In the event that a tri-campus review of the proposal has comments, the proposal comments will be provided to the School's curriculum coordinator, cc'ed to the GFO Program Coordinator, for a written response. The response will be reviewed by the GFO EC chair and the VCAA for signature and approval.

This response will be uploaded to UW CM as part of the process of entering the new program into UW CM. More details about what happens during each of the steps can be seen in this [process flow chart from UWCO.](#)

1.7 New Degree Options

Options are undergraduate academic programs that overlap with at least 50% of the credits of an existing major within a department or program and typically allow students to specialize within a major. Like majors, they are transcripted. All coursework required for the option, including upper and lower division courses, may be counted within the 50%. Departments may recognize their own areas of emphasis within degree programs as an aid to advising, but only formally approved options are transcripted. In the UW CM system, options are referred to as "Credentials."

1.8 New Minors

Minors are coherent courses of study at the undergraduate level consisting of 25 - 35 credits. Students are not allowed to receive a minor and a major within the same field of study. Coursework in minors is not limited to a single department or program. Minors may be interdisciplinary, and they may include courses on all three campuses. Interdisciplinary and tri-campus minors require an administrative home with advising support on each campus that they are offered. Typically, interdisciplinary minors have an advisory group of faculty who determine appropriate courses for inclusion. New minors do not require PNOIs.

1.81 School Minors

a. 25 - 35 credits
b. A minimum of 50% or 15 credits, whichever is greater, of 300/400 level courses.
a. A student cannot receive a minor in their major but can receive an interdisciplinary minor. Interdisciplinary minors must require that 60% of the coursework applied to the minor is taken outside of the student's major(s) requirements. This means these classes may not apply both to the satisfying major(s) requirements and interdisciplinary minor requirements. Note: These credits can count towards the 180 credits required for graduation.
c. A minimum of 50% or 15 credits, whichever is greater, must be completed in residence at the UW campus granting the minor. DL courses count toward residency requirements.
d. Minors may request a minimum cumulative 2.0 GPA for courses applied to the minor.
e. Courses taken Satisfactory/Not Satisfactory will not be counted toward a minor.
f. Students must declare a major and have completed a minimum of 45 credits before declaring a minor.
g. Students must have the advisor in their major sign minor declaration paperwork in order to ensure that students meet university satisfactory progress requirements.

1.82 Timeline for New Minors

Minors require NOP forms and full proposals are submitted in UW CM after the NOP has been approved by GFO EC. The approval process for minors may take less time because a PNOI is not required. An NOP completing tri-campus review is valid for fifteen calendar months after the month the NOP completes tri-campus review. For example: an NOP completing tri-campus review any time in May is valid through the end of August of the following year. A program proposal submitted to the University Curriculum Office after the NOP is no longer valid requires a new NOP submission by the unit.

Form	Task	Process
NOP Form	NOP Statement Development	2 - 4 weeks
	Dean - School Approval	2 - 4 Weeks
	UW Curriculum Office	3 - 5 Weeks
	Total	≈12 weeks
UW CM Submission	Proposal Development	6 - 12 Weeks
	Dean/School Approval	4 - 8 Weeks
	GFO EC and VCAA Approval	4 - 8 Weeks
	UWCO - TriCampus Review	2 - 6 Weeks
	GFO EC and VCAA Response	2 - 4 Weeks
	Office of President	2 - 6 Weeks
	Total	≈44 weeks

The NOP process steps are:

1. The NOP form will be prepared in the school and signed by the Dean.
2. The form will be sent to the GFO Program Coordinator for an additional signature from the VCAA.
3. The form will be sent to UW Curriculum Office (UWCO) to post to Tri-campus Review.
4. The Tri-campus review will last 10 business days.
5. UWCO will document comments.
6. UWCO will notify the GFO Program Coordinator if there are any comments requiring a response.
   - If there are no comments requiring a response, the School may move forward with submitting the program submission into the UW CM.
   - If there are comments, the School will prepare a response. The response will be sent to the GFO Program Coordinator who will forward it for Dean, CCASC Chair, and VCAA signatures and then send it to UWCO. At this time, the School may move forward with the process below. Note that if the minor includes courses from schools other than the minor home school, the relevant deans should be consulted before submission.

1.9 New Undergraduate Degree Option and New Minor Proposal Table of Contents and Guidelines

Proposals for options and minors have fewer content requirements than new degree proposals. However, sections that are the identical to sections in full proposals require equivalent detail. Please use the UWB New Program Cover Sheet for the full proposal submission to GFO EC. Please be sure to submit the full proposal for review by all of the UW Bothell administrators and offices indicated on the cover sheet, in addition to referencing feedback from various offices above in the full proposal.

1) **Program Description & Rationale**
   a) Statement of Purpose
   b) Relationship to Mission and School
   c) Intended audience and expected enrollment
2) **Program Requirements**
   a) Program Format – curriculum, admissions, prerequisites, cores, and electives.
   b) Program Assessment - Student learning outcomes and assessment - describe learning goals and how they will be assessed.
   c) If option or minor requires courses outside of the School, please indicate those courses and whether the Dean for those Schools has been consulted.
3) **Administration and Oversight**
   a) Faculty - List faculty who will participate in the option or minor.
   b) Program Oversight - Staffing and advising: describe how students will be supported in completing the option or minor. Indicate whether the UW Bothell Vice Chancellor of Enrollment Management and Student Affairs has been consulted.
4) **Budget and Space Impact**
   a) Include resource impact statement and space or infrastructure needs as applicable. Indicate whether the UW Bothell Vice Chancellor for Planning and Administration has been consulted.

1.10 Reorganization, Consolidation, and Elimination Procedures

For any program, minor, or option that will be reorganized, consolidated, or eliminated, the RCEP process is required. A summary of the full process can be found here. If you are interested in initiating this procedure, please contact the VCAA.

1.11 Proposal Tracking

If you are interested in creating a new major, minor or option, or if you are interested in proposing a significant change to an existing program, please contact the Associate Vice Chancellor for Student Success at uwbcurr@uw.edu as early as possible. Status of proposals may be verified through UW Curriculum Office after they have been submitted to UWCO for procession: Undergraduate Proposal Tracking.

2.0 Change Undergraduate Program Proposals

Changes to existing degrees, majors, minors, and options may be substantive or non-substantive. The NOP is not required for non-substantive changes but is required for substantive changes (see below). Any undergraduate program that is submitting a change to their degree, option, minor, etc. will submit these changes to CCASC. An NOP completing tri-campus review is valid for fifteen calendar months after the month the NOP completes tri-campus review. For example: an NOP completing tri-campus review any time in May is valid through the end of August of the following year. A program proposal submitted to the University Curriculum Office after the NOP is no longer valid requires a new NOP submission by the unit."

Additionally, if the change is substantive, an NOP is required but is *not* submitted to CCASC but instead will be submitted using the process below. The NOP must be submitted and approved before the UW CM is populated if there major or substantive changes to programs.

[NOP Form](#)

 The NOP process steps are:

1. The NOP form will be prepared in the school and signed by the Dean.
2. The form will be sent to the GFO Program Coordinator for an additional signature from the UW Bothell Vice Chancellor of Academic Affairs.
3. The form will be sent to UW Curriculum Office (UWCO) to post to Tri-campus Review.
4. The Tri-campus review will last 10 business days.
5. UWCO will document comments and upload any comments into UW CM.
6. UWCO will notify the GFO Program Coordinator and the School curriculum coordinator if there are any comments requiring a response. UW CM will also generate automatic alerts.
   - If there are no comments requiring a response, the School may move forward with approval of the program change proposal by the UW Bothell Campus Council on Academic Standards & Curriculum (CCASC).
   - If there are comments, the School will prepare a response. The response will be sent to the GFO Program Coordinator who will forward it for Dean, CCASC Chair, and VCAA signatures and then send it to UWCO. At this time, the School may move forward with the process below.

As of October 2020, the following substantive changes *only* require an NOP:

- Changes that alter degree information on a student transcript. For example, changing the name of a degree, option, or minor.
- Changing admission type, for example, from minimum requirements to capacity constrained.
- Program changes on one campus that could significantly alter enrollments in specific programs on one of the other two campuses. For example, changing the program format to distance learning or fee-based learning.
- Any change, at the discretion of the Office of the University Registrar, warranting tri-campus review.

2.1 Program Change Process
All changes in programs are reviewed by CCASC. Since the program is already inputted into UW CM previously, the process of review is initiated with the school inputting the change into UW CM. CCASC

will be notified automatically through UW CM notifications. This occurs either after an NOP has been approved or as needed by the school if no NOP is required.

Please note, GFO EC *does not* review change proposals, only new proposals. CCASC meets bi-weekly, with the schedule posted on the GFO CCASC website. There you will also find the deadlines for inclusion into the CCASC bi-monthly meetings. Any proposal that misses the deadline will be held until the next meeting. Once approved, the proposal moves to tri-campus review.

The following are the UW CM approval nodes for substantive change program proposals:

PLEASE NOTE: The "Curriculum Committee" node for change programs is defined as "UW Bothell Campus Council on Academic Standards & Curriculum (CCASC)" as an approval body.
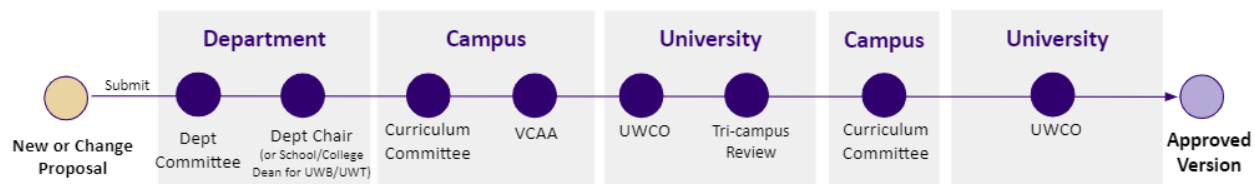
In the event that a tri-campus review of the change proposal has comments, the proposal comments will be provided to the School's curriculum coordinator, cc'ed to the GFO Program Coordinator, for a written response. The response will be reviewed by the CCASC chair for signature and approval. This response will be uploaded into the existing UW CM entry by the School in the case of substantive change proposals.

The following are the UW CM approval nodes for *non*-substantive change program proposals:
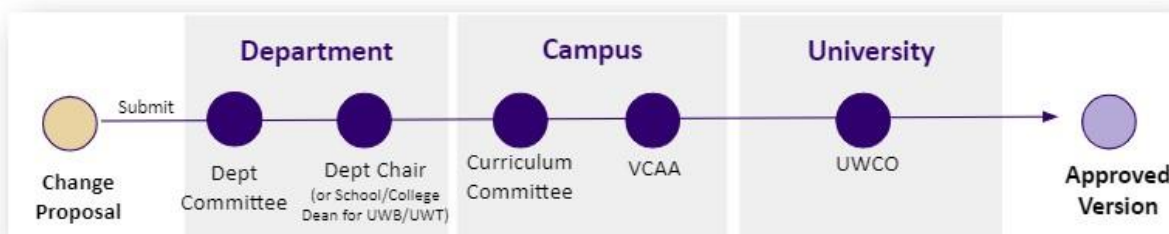
3.0 UW CM Process for Entering New or Change Undergraduate Proposals

UW Bothell requires that all new or change undergraduate proposals be submitted through UW CM. UW has retired the previous process of using the 1503 Form for this process and therefore, this form will no longer be used.

When [submitting an undergraduate program or credential proposal](#) in the UW Curriculum Management system (UW CM), it is important to understand the difference between a [program and a credential](#). In essence, a program is what students do; a credential is what students get.

Program: Curricular area of study. Includes majors and minors.

Credential: Specific transcripted degree or minor student graduates with.

A program in UW CM may have a one-to-one relationship with a single credential (one program/one credential), or it may have a one-to-many relationship with multiple credentials (one program/multiple credentials). Please review the following examples:

One-to-one relationship with a single credential (one program/one credential)	One-to-many relationship with multiple credentials (one program/multiple credentials)

Undergraduate Major
   Program: Social Welfare
   Credential: Bachelor of Arts degree with a major in Social Welfare
	Undergraduate Major
	   Program: Geography
	   Credentials: Bachelor of Arts degree with a major in Geography; Bachelor of Arts degree with a major in Geography: Data Science

Undergraduate Minor
   Program: Informatics
   Credential: Minor in Informatics
	Undergraduate Minor
	   Program: Drama
	   Credentials: Minor in Acting; Minor in Design for Performance; Minor in Theatre Studies

4.0 New Graduate Program Proposals

The Graduate School's [Office of Academic Affairs and Planning](#) coordinates the reviews of new graduate program proposals. Proposal flowcharts in each category below outline the approval process for each type of program (degree, certificate, degree option, combined undergraduate/graduate program).

For general questions and document submission by email: gsacad@uw.edu.

4.1 Guidelines for Creating Graduate Programs

- [Guidelines for new graduate degree programs](#)
- [Guidelines for new graduate certificate programs](#)
- [Guidelines for a new option within an existing graduate degree program](#)
- [Guidelines for new combined undergraduate/graduate (CUG) degree programs](#)
- [Guidelines for new international collaborations](#)

UW Bothell New Graduate Program Proposal Process
Prior to tri-campus review and approval, new and change graduate proposals follow a series of reviews by various UW Bothell offices and departments. This process is detailed below.

4.2 Prior to the PNOI – Idea Stage

Idea generation and initial conversations with:

- Faculty/Deans/Chancellors. Note that the VCAA is the designee for the Chancellor at UW Bothell.
- UW Professional and Continuing Education (PCE) (if applicable for fee-based programs)
- Associate Vice Chancellor for Student Success
- UW Bothell Information Technology Office
- Vice Chancellor of Enrollment Management and Student Affairs
- Vice Chancellor for Planning and Administration
- Other stakeholders across the 3 campuses, community partners, etc.

The Office of Academic Affairs and Planning notifies the Interinstitutional Committee for Academic Program Planning (ICAPP) of idea (Stage Zero)

4.3 Graduate New Program Proposal Steps

The following are steps for a new graduate program proposal. Please note: The process is approved by the UW Graduate School. Steps occur both within the UW Bothell Curriculum process and the UW Graduate School process.

4.31 Planning Notice of Intent (PNOI)

The first stage of new program development is contacting the Office of Academic Affairs & Planning (gsacad@uw.edu) for guidance and feedback on the PNOI. Units must submit a draft PNOI (Word document) for review and comment. A staff liaison will be assigned once the draft document has been submitted. Submission of the final, signed PNOI is by email to the assigned staff liaison. Once final, the PNOI will be distributed to UW stakeholders for a 14-day comment period. The outcome of the PNOI process is permission to develop a full program proposal.

UW Graduate School Guidelines for the PNOI are available in the following document: Planning Notice of Intent Guidelines and the process of review flows as such:

1. Faculty lead engages the Associate Vice Chancellor for Student Success and Office of Academic Affairs and Planning (OAAP) in the Graduate School during PNOI development
2. Associate Vice Chancellor for Student Success and OAAP review PNOI for completeness
3. Bothell General Faculty Organization Executive Committee (GFO(EC)) and VCAA review
4. Council of Academic Deans notified
5. Dean & VCAA sign
6. Associate Vice Chancellor for Student Success submits signed PNOI to OAAP
7. OAAP sends PNOI as Notice of Proposal to ICAPP

PNOI Comment Period
- OAAP distributes PNOI for 14-day comment period, sending to all graduate faculty, chairs, and deans on all three campuses, as well as central admin. units and UWB main admin. units impacted
- OAAP sends PNOI as Notice of Proposal to ICAPP
- Chancellor's Office endorses proposal development, notifying the Associate Vice Chancellor for Student Success and OAAP

4.32 Full Proposal Development

Development of the full proposal follows the UW Graduate School [proposal guidelines found here.](#) An OAAP required cover sheet is also required, [which is found here](#). The full proposal should also address any feedback that was generated during the PNOI comment period. For fee-based programs, include draft of MOA.

After the proposal is written, the process of review flows as such:

1) Full proposal is developed by the unit (Note: The term "unit" in this section refers to the UW Bothell school housing the program). Use the graduate full proposal template provided by OAAP linked above. Support the employer demand portion of the proposal using the EAB full market research study.
2) Unit contacts UW Student Financial Aid if the program meets any of the scenarios listed on the graduate full proposal guidelines document.
3) The proposal is reviewed by the following UW Bothell administrators or offices with feedback: Note: Attach the UW Bothell New Program cover sheet for internal campus review only:
   a) Vice Chancellor of Enrollment Management and Student Affairs
   b) Vice Chancellor for Planning and Administration
   c) Associate Vice Chancellor for Student Success
   d) Assistant Vice Chancellor of Diversity, Equity, and Inclusion
   e) UW Bothell Council of Academic Deans (CAD)
   f) UW Bothell Library
   g) UW Bothell Office of Connected Learning
   h) UW Bothell Assessment Specialist
4) Proposal + UW Bothell New Program cover sheet is submitted to GFO/EC for review.
5) VCAA and Dean reviews and signs the OAAP required cover sheet
6) Associate Vice Chancellor for Student Success submits final proposal and OAAP required cover sheet to OAAP

4.33 External Review

After the full proposal is submitted to OAAP:

- OAAP sends proposal to external reviewers
- Unit submits to OAAP a written response to reviewer comments
- OAAP sends proposal to ICAPP for 30-day review

4.34 GFO EC Review

After the external reviewers and 30-day review, at the UW Bothell campus:

1. UW Bothell GFO EC reviews proposal, given changes due to external review feedback, including final MOA (multiple iterations possible)
2. GFO EC make recommendation to VCAA
3. VCAA signs proposal
4. Associate Vice Chancellor for Student Success submits to OAAP
5. Graduate School Dean authorizes sending proposal to Board of Regents.

4.35 Graduate School Council
- Graduate School Council considers proposal including final MOA
- After presentation, unit incorporates feedback, if needed
- Graduate Dean authorizes sending proposal to Board of Regents.

4.36 Board of Regents
- Degree approval
- Unit fills NWCCU form and submits form to UW Accreditation Liaison Officer (ALO)

4.37 Northwest Commission on Colleges and Universities (NWCCU)
- UW ALO submits form to NWCCU for approval
- NWCCU approves
- Provost confirms Board of Regents and NWCCU approval.

4.38 Create Code and Program Launch
- OAAP directs Registrar to create new program code.
- Unit works with Graduate Enrollment Management Services (GEMS) to create academic profile
- Degree Program's 5-year review cycle begins.

4.4 Graduate Combined Undergraduate/Graduate (CUG) Program Proposal Steps

Combined undergraduate/graduate degree programs offer an option for schools to provide an opportunity for undergraduate students to matriculate into a graduate program with a more streamlined admissions process and transfer of credits as an undergraduate into the graduate program requirements. For a new CUG program proposal, UW Bothell approves the program and sends the CUG Proposal to OAAP. Prior to this step, the following process must be completed:

1. Faculty lead and Dean engages the Associate Vice Chancellor for Student Success and Office of Academic Affairs and Planning (OAAP) in the Graduate School during the CUG proposal development
2. Associate Vice Chancellor for Student Success and OAAP review CUG proposal for completeness, confirmed by the Director of Graduate Studies.
3. Bothell General Faculty Organization Executive Committee (GFO EC) reviews
4. Council of Academic Deans notified
5. VCAA reviews and signs
6. Associate Vice Chancellor for Student Success submits signed CUG proposal to OAAP

5.0 Change Graduate Programs

Information on the process for changing graduate programs can be found here. Changes to the program are submitted using the Significant Change Proposal Form. The form must be filled out and submitted to the Director of Graduate Studies for signatures and then to send to the Graduate School Office of Academic Affairs & Planning: progprop@uw.edu. It is highly recommended that a draft is sent for comments before final signatures are obtained. Please refer to the following webpages for more information on changing, suspending, or terminating a graduate program. Please check with the Associate Vice Chancellor for Student Success to confirm which offices should be consulted in preparation of these changes.

- Guidelines for changes to a graduate program
- Guidelines for suspending admissions to graduate degree programs
- Guidelines for terminating a graduate program or program option

6.0 New or Change Course Application Process

Course applications (Undergraduate and Graduate) are processed through UW CM. The system is used to submit new course applications as well as changes to existing courses. CCASC reviews course applications (new or change) which are then approved by the VCAA Office. A final administrative review is completed by UWCC (University of Washington Curriculum Committee, a tri-campus committee) before courses become active. Please note due dates for both CCASC and UWCC. If a proposal misses the deadline for review at either CCASC or UWCC, it will be reviewed at the next meeting. Note: CCASC meets bi-monthly; UWCC meets monthly. There are no summer meetings for either committee. University of Washington Curriculum Office (UWCO) reports are available for all reviewed courses at UWCC meetings.

Directions on how to enter new course proposals into UW CM can be found here. Directions on how to enter change course proposals into UW CM can be found here. Some aspects to consider when developing a new or change course proposal at the school level:

1. Determining if there are any curricular relationships between the new or changed course that should be considered as overlapping or equivalent for any UW Seattle, Bothell, or Tacoma course. These potential overlaps or equivalencies should be discussed with the department or school and indicated in the Curricular Relationships area of UW CM. You can find potential classes by checking the course catalog for all three campuses.

2. Learning objectives should be measurable and appropriate for the course topic and level. If the course is proposing an Area of Knowledge or Basic Skills designation, the learning objectives should demonstrate those accordingly.

3. Courses may simultaneously apply for DL (Distance Learning) designation within UW CM. Please fill out that portion only if the course will be taught as a DL at some time. Note: Offering a course as an approved DL is optional and should be considered in coordination with your school. DL is defined as 100% of the course offered online, with no face-to-face class periods. DL courses may require synchronous meetings times, however, and those should be noted and explained within the application and the time schedule listing.

4. Courses that are applying for DIV designation must additionally fill out and submit the DIV application form. It will be used as part of the review that CCASC does for the course application. The decision for applying a DIV designation is a UW Bothell-only decision. UWCC does not have a role in this decision.

5. A syllabus must be submitted for change or new course proposals. The syllabus information should match the UW CM inputs, such as the Learning Objectives, description, evaluation, etc. Be sure that the syllabus contains the Religious Accommodations statement or link to the statement, which *cannot* be amended in any way. Helpful information on best practices for creating a syllabus, including the Religious Accommodations statement, can be found here.