The Planning Notice of Intent (PNOI) is a brief document that articulates in 2-4 pages an academic unit’s intent to develop a new graduate program. It should include a cover sheet (attached) and address the items below.

Prior to submission, the PNOI must be reviewed and approved by program faculty and be endorsed by the head of the academic unit offering the program (Chair, Director, or Dean). UW Bothell and UW Tacoma proposals also require endorsement by the Chancellor/Vice Chancellor.

Program Description and Rationale:
- State the proposed degree title;
- Provide an overview of the proposed degree program and its goals;
- Identify the administrative location;
- Describe how the proposed program reflects the educational mission of the University of Washington and how it supports the priorities and resource commitments of the academic unit.

Demand for the Program:
- Briefly describe how the proposed program responds to current trends in the field, including any available data that demonstrates student and employer demand.
- Describe the unique aspects that differentiate the program from others within the institution, the region, and nationally.

Preliminary Budget:
- Briefly describe the required resources and funding sources, including an estimate of new funding required for the program. A comprehensive presentation of the budget will be required in the full proposal.

The PNOI will be distributed for a 14-day comment period. Any comments received will be forwarded to the program planner. The program planner will be asked to address comments as the full program proposal is developed.

After the 14-day comment period for stakeholders, the Associate Dean for Academic Affairs of the Graduate School will notify the program planner that development of the full proposal may proceed.
Program Information

Academic Unit Name: ____________________________

College/School: ____________________________

Campus: [ ] Seattle  [ ] Bothell  [ ] Tacoma

Proposed Degree Title: ____________________________

Proposed Degree Option(s): ____________________________

Proposed CIP Code: (contact Registrar’s Office) ____________________________

Total Minimum Credits Required: ____________________________

Proposed Start Date: ____________________________ (Quarter and year of first student enrollment)

Projected Enrollment (FTE or equivalent if enrolling part-time students) in Year One: ____________________________

Full Enrollment by Year: ____________________________

Proposed New Funding: ____________________________

Tuition Tier (state funding): ____________________________

Funding Source: [ ] State FTE  [ ] Fee-based (PCE)  [ ] Fee-based (non-PCE)

Mode of Delivery / Locations (indicate all that apply)

[ ] Campus Delivery, indicate location:  [ ] UW Seattle  [ ] UW Bothell  [ ] UW Tacoma  [ ] other NWCCU accredited site: ____________________________

[ ] Off-campus

[ ] Distance Learning (e.g., online) ____________________________

(enter location(s) and type, e.g. coursework, lab, other)

(enter formats)

Yes  No  Program will be offered Distance Learning (online) only

Yes  No  Students will be able to enroll in a full-time course of study each quarter Au/Wi/Sp (10 credits/quarter)

Contact Information (Faculty Unit Representative)

Name: ____________________________

Title: ____________________________

Telephone: ____________________________

Email: ____________________________
COVER SHEET
PLANNING NOTIFICATION OF INTENT (PNOI) FOR NEW DEGREE PROGRAMS

Contact Information (Administrative Staff Representative)
Name: _____________________________________________________________
Title: __________________________________________________________________
Telephone: __________________________________________________________________
Email: ___________________________________________________________________

Signatures

Printed name of unit head (chair) indicating faculty approval, including Graduate Faculty (all campuses) ____________________________________________________________________ Date ____________

Signature endorsement by unit head (chair) indicating faculty approval, including Graduate Faculty (all campuses) ____________________________________________________________________ Date ____________

Printed name of Dean (all campuses) ____________________________________________________________________ Date ____________

Signature endorsement by Dean (all campuses) ____________________________________________________________________ Date ____________

Printed name of Chancellor/Vice Chancellor (UW Bothell/UW Tacoma only) ____________________________________________________________________ Date ____________

Signature endorsement by Chancellor/Vice Chancellor (UW Bothell/UW Tacoma only) ____________________________________________________________________ Date ____________
COVER SHEET
PLANNING NOTIFICATION OF INTENT (PNOI) FOR
NEW DEGREE PROGRAMS

**Academic Unit Name:** list the qualified unit authorized to offer a graduate program. The faculty in this unit will have formal oversight over and responsibility for the proposed academic program. The degree codes will be located in this unit.

**College/School:** the college or school with dean’s level oversight of the academic unit where the degree will be offered.

**Campus:** location of the unit offering the proposed program.

**Proposed Degree Title.** Indicate the degree that will be offered. This appears on the diploma. Examples:

a. Doctor of Philosophy
b. Master of Science
c. Master of Business Administration
d. Master of Science in Data Science

**Proposed Degree Options:** if applicable, list any formal degree options under the proposed degree.

**Proposed CIP Code:** Classification of Instructional Programs (CIP) code is a classification hierarchy from the National Center for Education Statistics that is used for inter-institutional comparisons and reporting. See [https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55) to find an appropriate code. The CIP code is assigned by the Office of the University Registrar following the recommendation of program faculty, with support from the relevant dean. Contact the Office of the University Registrar for questions related to CIP code assignment.

**Total Minimum Credits Required:** indicate the minimum possible number of credits needed for a student to complete the degree requirements.

**Proposed Start Date:** Quarter and year of first student enrollment.

**Projected Enrollment (FTE) in Year One:** number of students enrolled in the program during the first year, measured in FTE.

**Full Enrollment by Year:** year when program will reach full enrollment, plus the number of anticipated students during that year, measured in FTE.

**Proposed New Funding:** amount of new funding (state or fee-based) required to maintain the degree at full enrollment. This is the total program cost. The proposal narrative must indicate the source of this funding in the budget section.

**Tuition Tier (state funding):** for state-based programs, indicate the tuition tier. Tuition level is under the authority of the Board of Regents through the Office of the Provost, to be negotiated by the relevant dean.
**COVER SHEET**

**PLANNING NOTIFICATION OF INTENT (PNOI) FOR NEW DEGREE PROGRAMS**

**Funding Source:** indicate whether the program will charge tuition (state-based) or fees to support the program. If fee-based, indicate whether it is supported by UW Professional & Continuing Education (PCE) or within the school or college.

**Campus Delivery:** location of program delivery at accredited campus sites recognized by the Northwest Commission of Colleges & Universities (NWCCU). Does not include distance delivery (DL).

**Off-site:** location of program delivery at non-accredited sites as well as via distance delivery (DL). Contact the Office of Student Financial Aid regarding financial aid eligibility and Graduate Enrollment Management Services (gemshelp@uw.edu) regarding visa eligibility for international students.

**Contact Information:** indicate the faculty lead who will work with the Office of Academic Affairs on the proposal, as well as the administrative staff representative if applicable.

**Signatures:**

(a) signature by the unit head (chair) indicates approval by the faculty of the unit, including the Graduate Faculty, that will offer the degree;

(b) signature by the dean indicates review and approval of the proposed program, including information on the cover sheet, as well as confirmation that the proposal has gone through any required college- or school-level faculty review and approval;

(c) signature by UW Bothell or UW Tacoma Chancellor or Vice Chancellor indicates review and approval of the proposed program, including information on the cover sheet, as well as confirmation that the proposal has gone through any required campus-level faculty review and approval.