

**UNIVERSITY OF WASHINGTON
THE GRADUATE SCHOOL**

**THE PLANNING NOTICE OF INTENT (PNOI) FOR
NEW GRADUATE CERTIFICATE PROGRAMS**

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 certificate 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 proposals also require endorsement by the Chancellor/Vice Chancellor.

Program Description and Rationale:

- State the proposed graduate certificate program title.
- Provide a brief overview of the proposed certificate program and its goals.
- Provide a summary overview of the proposed curriculum and student learning outcomes.
 - Note that a complete version of the curriculum will be required and reviewed later as part of the full program proposal process.
- 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 Graduate Certificate 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. If the program resembles another at UW, consult the duplicative program [guidelines](#) and describe the rationale for a duplicative program.

Preliminary Budget:

- Briefly describe the required resources and funding sources to support the program, 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 tri-campus 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 Graduate School Office of Academic Affairs will notify the program planner that development of the full proposal may proceed.

COVER SHEET
PLANNING NOTICE OF INTENT (PNOI) FOR
NEW GRADUATE CERTIFICATE PROGRAMS

Program Information

Academic Unit Name: _____

College/School: _____

Campus: Bothell Seattle Tacoma

Proposed Certificate Title: _____

Proposed CIP Code: _____ Total Minimum Credits Required: _____

Projected Enrollment (FTE or equivalent if enrolling part-time students) in Year One: _____ (#FTE) Full Enrollment by Year: _____ (Academic Year) ; _____ (#FTE)

Total Program Operation Cost _____ Tuition Tier (state funding) _____

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

Mode of Delivery / Locations

Campus Delivery _____
(enter locations)

Off-site _____
(enter location(s))

Distance Learning _____
(enter formats)

Other _____
(describe if applicable)

Yes No Program will be offered online only

For certificate programs available to students who are not matriculated in a graduate degree program:

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 Department Representative)

Name: _____
Title: _____
Address: _____
Telephone: _____
Email: _____

Contact Information (Administrative Staff Representative)

Name: _____
Title: _____
Address: _____
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

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 Certificate Title. Indicate the certificate title that will be offered. This appears on the diploma.

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> 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.

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 is expected to reach full enrollment, plus the number of anticipated students during that year, measured in FTE.

Total Program Operation Cost: amount of funding (state or fee-based) required to maintain the degree at full enrollment. This is the total program cost and may include new and/or existing resources. 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. For more information on tuition tiers, see [Student Fiscal Services](#).

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.