

All new program proposals must, in addition to internal unit/departmental processes, undergo two Graduate School–coordinated review stages involving multiple stakeholder groups. **The timelines below represent minimum time estimates for these stages and are not guaranteed.** Units should communicate new program launch dates cautiously to their stakeholders.

Campus-specific flowcharts of these processes can be [reviewed here](#).

Stage 1 – Planning Notice of Intent (PNOI) – 8+ Weeks

Allow a **minimum of 8 weeks** from submission of a draft PNOI to the Graduate School Office of Academic Affairs to the completion of the tri-campus comment period.

This estimate assumes the finalized PNOI is:

- Completed within 1 week of receiving OAA comments on the draft.
- Responsive to OAA feedback.
- Submitted between Sept. 10 and May 25* and at least 3 weeks before any academic break.

Failure to meet these conditions may extend the minimum timeline by **3–12 weeks**.

Stage 2 – Full Program Proposal – 10+ Months

Allow a **minimum of 10 months** from submission of a draft full proposal (vetted by the dean or EVCAA and aligned with OAA guidelines) to the opening of the student application portal.

This estimate:

- Depends on availability of space on the Graduate School Council and Board of Regents agendas, and NWCCU review periods.
- Assumes minimal required revisions.

It also requires that:

- The finalized proposal is completed within 2 weeks of receiving OAA comments on the draft.
- The finalized proposal is responsive to OAA feedback.
- The finalized proposal is submitted to OAA between August 1 and April 1.*
- Responses to external and ICAPP reviews are completed within 1 week.

Not meeting these requirements may extend the minimum timeline by **3 or more months**.

Summary

Because several review steps occur only during the academic year, programs should generally expect that **student enrollment will occur no sooner than two academic years after PNOI submission**, even under ideal conditions (for programs that can open admissions in summer for a fall start, an early Spring year N PNOI can, under ideal conditions, yield students in Autumn year N+1).

**Final PNOIs and Proposals can be submitted to OAA outside of date ranges noted in each stage, but the need for stakeholder feedback during the academic year will extend minimum timelines in those cases.*