UNIVERSITY OF WASHINGTON
THE GRADUATE SCHOOL

THE PLANNING NOTICE OF INTENT (PNOI) FOR
NEW GRADUATE DEGREE 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 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 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 program supports the unique role and mission of the institution;

Demand for the Program:
- Briefly describe the state, regional and national demand for the program, 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.
- For state-funded programs, indicate the tuition tier in the narrative. See the Office of Planning and Budgeting website for information on tuition schedules.
- For fee-based programs, include anticipated cost of the program.

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 Associate Dean for Academic Affairs of the Graduate School will notify the program planner that development of the full proposal may proceed.

COVER SHEET
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Program Information

Academic Unit Name: _____

College/School: _____

Campus: ☐ Seattle ☐ Bothell ☐ Tacoma

Proposed Degree Title: _____

Proposed Degree Option(s): *If applicable* _____

Proposed CIP Code:
(contact Registrar's Office) _____   Total Minimum Credits
Required: _____

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

Projected Enrollment (FTE) in Year One: _____   Full Enrollment by Year: _____ ; _____
(#FTE)   *(Academic Year)*   *(#FTE)*

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

☐ Distance Learning
(e.g., online) _____
(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 (Academic Unit Representative)

Name: _____
Title: _____
Telephone _____
Email: _____

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Signatures

_____   _____
Printed name of unit head (chair) indicating faculty approval (*all campuses*)   Date

_____   _____
Endorsement by unit head (chair) indicating faculty approval (*all campuses*)   Date

_____   _____
Printed name of Dean (*all campuses*)   Date

_____   _____
Endorsement by Dean (*all campuses*)   Date

_____   _____
Printed name of Chancellor/Vice Chancellor *(UW Bothell/UW Tacoma only)*   Date

_____   _____
Endorsement by Chancellor/Vice Chancellor *(UW Bothell/UW Tacoma only)*   Date

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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 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.

<div align="center">**COVER SHEET**
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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.

Signatures:

> (a) signature by the unit head (chair) indicates approval by the faculty of the unit 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.