**ACADEMIC POLICY & CURRICULUM COMMITTEE (APCC)**

**PLANNING NOTICE OF INTENT (PNOI) FOR NEW UNDERGRADUATE 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 undergraduate program. It should include a cover sheet and form (attached) and address the items below.

Prior to submission for a Notice of Proposal (NOP) through the University of Washington Curriculum Office, the PNOI must be reviewed and approved by program faculty (with a vote), endorsed by the Dean, reviewed and approved by the Academic Policy and Curriculum Committee (APCC) (with a vote), and endorsed by the Executive Vice Chancellor for Academic Affairs.

**Program Description and Rationale:**

* State the proposed program title;
* Provide an overview of the proposed 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.
* Indicate whether the program will charge tuition (state-based) or fees to support the program.

The PNOI will be distributed over a 10-day business period to UWT stakeholders and an additional review by the Council of Deans (once the budget is developed). Comments received will be posted to Canvas. The proposing faculty will be asked to address comments when submitting to the (APCC). Please see the undergraduate checklist and flowchart for more detailed process information.

*Draft updated 11/7/2023*

**COVER SHEET**

**PLANNING NOTICE OF INTENT (PNOI) FOR NEW UNDERGRADUATE PROGRAMS**

**PROGRAM INFORMATION**

Academic Unit Name:      College/School:

**NEW PROGRAMS (choose one)**

[ ]  Leading to a Bachelor of      in      degree.

[ ]  Leading to a Bachelor of      degree with a major in      .

[ ]  Leading to a      option within the existing major in      .

[ ]  Leading to a Minor      in      .

Proposed CIP Code:       Total Minimum Credits:

Proposed Start Date: (Quarter and year):

(Recommend start date of Autumn quarter to allow for recruitment & advertising)

Projected Enrollment (FTE) in Year One:

Full Enrollment:       by Year (Academic Year):

Proposed New Funding:

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

**MODE OF DELIVERY/LOCATION**

[ ] Campus Delivery:       *(enter locations)*

[ ] Off-site:       (*enter locations)*

[ ] Distance Learning:       *(online asynchronous, online synchronous, hybrid)*

[ ] Other:       *(describe if applicable)*

[ ]  Yes [ ]  No Program will be offered online only.

[ ]  Yes [ ]  No All coursework will correspond to the regular academic calendar.

[ ]  Yes [ ]  No Students will be able to enroll in a full-time course of study each quarter Au/Wi/Sp (12 credits/quarter)

**Contact Information (Academic Department Representative)**

Name:

Title:

Telephone

Email:

Faculty Vote: Date Click or tap to enter a date., Yes-     No-      Abstain-

      Click or tap to enter a date.

Endorsement by Dean of School Date

**FORMAT - PLANNING NOTICE OF INTENT (PNOI)**

**FOR NEW UNDERGRADUATE PROGRAMS (4-page limit)**

**Program Description and Rationale**

**Proposed Program Title:**

**Program Overview:**

**Program goals:**

**Administrative Location:**

***Connection to Universal Framework (include 1 or more themes from Academic Plan):***

**Program Demand**

**State Demand:**

**Regional Demand:**

**National Demand:**

**Uniqueness in State:**

**Uniqueness in Region:**

**Uniqueness in Nation:**

**Preliminary Budget**

**Anticipated Required Resources & Funding:**

**Estimate of New Funding:**