

**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: <http://www.washington.edu/admin/pb/home/opb-tuition.htm>.
- For fee-based programs, include anticipated cost of the program.

The PNOI will be distributed for a 14-day comment period to stakeholders identified by the academic unit's program planner and the Graduate School. 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 Vice Provost and Dean of the Graduate School will notify the program planner that development of the full proposal may proceed.

