

**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 an overview of the proposed certificate program and its goals;
- 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.

**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 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.

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: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_  
*(Quarter and year)*

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

Proposed New 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*

Yes            No           *All coursework will correspond to the regular academic calendar*

**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 (Academic Department Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Endorsement by Academic Unit Head (Chair, Director, or Dean)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Endorsement by Chancellor/Vice Chancellor (*UW Bothell only*)

\_\_\_\_\_  
Date