

**VANDERBILT UNIVERSITY
PROVOST OFFICE**

**PLANNING NOTICE OF INTENT (PNOI) FOR
NEW DEGREE PROGRAMS, NEW MAJORS and MINORS, NEW PROGRAM TRACKS
and CONCENTRATIONS IN DEGREES, and NEW CERTIFICATE PROGRAMS**

The Planning Notice of Intent (PNOI) is a brief document that articulates in no more than 2-3 pages an academic unit's intent to develop a new degree program, a new major or minor, a new track or concentration in an existing degree program, or a new certificate program. It should include a cover sheet (attached below) and address the following areas:

Program Description and Rationale:

- State the proposed degree, track, or certificate title;
- Provide an overview of the proposed degree, track, or certificate program and its goals;
- Describe the unique aspects that differentiate the program from others within the institution, the region, and nationally;
- Identify the administrative location and the academic staffing model (e.g. current or new faculty, lecturers, adjuncts);
- Identify if courses offered in other schools/colleges will be part of the proposed required curriculum;
- Describe how the program supports the unique role and mission of the institution, including the institution and school/college strategic plans.

Demand for the Program:

- Briefly describe the local, regional, and national demand for the program, including the demographics of the potential applicant pool and available data that demonstrate student and/or employer demand.

Preliminary Budget:

- Briefly describe the required resources and funding sources, including an estimate of new funding required for the program or new revenue generation, the need for a financial aid model, etc. A comprehensive presentation of the budget will be required in the full proposal.

The PNOI will be **submitted to the Provost Office** and then will be distributed for a 10-day comment period to deans of all the schools/colleges (or their designee). At the request of any dean, any comments received may also be gathered for discussion at a monthly Council of Academic Deans meeting. The comments will also be made available for the Dean of the proposed school/college offering for the program planner to address as the full program proposal is developed.

After the 10-day comment period for stakeholders, and no call for meeting discussion, the Provost (or Provost designee) and Dean will notify the program planner that development of the full proposal may proceed. The full proposal review process proceeds by mechanisms articulated by the Faculty Senate and/or Graduate School.

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Program Information

Academic Unit Name: _____

College/School: _____

Proposed Degree, Track or Certificate Title: _____

Proposed Start Date: _____ (Semester and year)

Total Credits: _____

Will courses offered in other VU schools/colleges be part of the proposed curriculum? [] Yes [] No

If Yes, do you have the approval of the Dean of the school/college? [] Yes [] No

Are additional financial resources required? [] Yes [] No

If Yes, what is the source of the funding? _____

Are additional faculty or staff required? [] Yes [] No

If Yes, what additional positions are needed? _____

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

Mode of Delivery / Locations

[] Campus Delivery [] Off-site _____ (enter location(s))

[] Distance Learning _____ (enter formats) [] Other _____ (describe if applicable)

Scheduling

[] Day Classes [] Evening Classes [] Other (describe) [] Weekend Classes

Attendance Options

[] Full-time [] Part-time

Contact Information (Academic Department/Dean Representative)

Name: _____

Title: _____

Telephone: (_____) _____

Email: _____

Endorsement by Dean _____

Date _____

Approval by Provost _____

Date _____