

**VANDERBILT UNIVERSITY
PROVOST OFFICE**

**THE PLANNING NOTICE OF INTENT (PNOI) FOR
NEW DEGREE PROGRAMS, NEW PROGRAM TRACKS IN DEGREES, OR
CERTIFICATES**

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 track 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 needed (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 any available data that demonstrates 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 requires endorsement by the respective school dean to which the program will report., following that school's specific internal process. Following endorsement, the dean will submit **the PNOI to Dawn Turton in the Provost Office**. It will then 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 preceeds by mechanisms articulated by the Faculty Senate and/or Graduate School.

COVER SHEET

**PLANNING NOTICE OF INTENT (PNOI) FOR
NEW DEGREE PROGRAMS NEW PROGRAM TRACKS IN DEGREES, or
NEW CERTIFICATE PROGRAMS**

Program Information

Academic Unit Name: _____

College/School: _____

Proposed Degree, Track or Certificate Title: _____

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

Total Credits: _____

Proposed Start Date: _____
(Semester and year)

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

Mode of Delivery / Locations

- Campus Delivery _____
(enter locations)
- Off-site _____
(enter location(s))
- Distance Learning _____
(enter formats)
- Other _____
(describe if applicable)

Scheduling

- Day Classes
- Other *(describe)*

Attendance Options

- Evening Classes
- Weekend Classes
- Full-time
- Part-time

Contact Information (Academic Department/Dean Representative)

Name: _____
Title: _____
Address: _____
Telephone: _____
Email: _____

Endorsement by Dean _____

Date _____