UHD Notice of Intent to Plan for New Programs and Certificates (NOI)

For UHD Internal Use Only

The Notice of Intent to Plan (NOI) represents the first, and necessary, step in the development process of any new graduate or undergraduate degree program or certificate at UHD. The NOI allows parties to investigate the potential of a program; it does not obligate the proposers to carry the program forward to completion if they determine it is not viable, nor does submission of the NOI imply that the program has been approved—only that it is under discussion. All program approval processes are governed by PS 03.A.12.

The development of a new program/certificate may take anywhere from four months to 2 years, depending on the type of program/certificate and timing of various levels. Please feel free to review the Steps in Program Process.

Steps in NOI:
1. Faculty member(s) proposing the program/certificate should prepare a NOI that includes the information below and submit it to the Chair of the originating department (or Program Director if in UC).
2. The Chair/Director will discuss with the Dean, and within 30 days a meeting will be convened among originator(s), the Chair/Director, and the Dean to agree to move forward in planning the program or to discuss why the program/certificate may not move forward.
3. If the program/certificate will move forward, Dean, Chair/Director, and faculty will agree on primary liaison to the Provost's Office; liaison will submit the NOI to the AVP Programming and Curriculum (AVPPC).
4. The AVPPC will inform the provost, and will meet with the liaison to address potential barriers, go over the development process, and answer questions, as needed. If the faculty intend to move forward, the AVP will inform the University Curriculum Committee about the potential program and provide support to the department for the next steps.

Required NOI Information:
   a. Proposed Title of Program/Certificate, including level and type (i.e., BA/BS, MA/MS, Certificate):
   b. Originating Program/Certificate Faculty Member(s):
   c. Originating Department:
   d. Brief Description of Program/Certificate, including a couple of sentences on how the program relates to the mission or strategic plan; can include curricular ideas or additional resources if known, but not necessary
   e. List of others within UHD who might be involved in or notably affected by the program (e.g., programs/faculty outside the originating department):
   f. Name and signatures of Dean, Chair/Director, and Originating Faculty Member(s).

Once the parties within the college agree to move forward with a new program, the faculty originators will need to prepare a planning approval proposal for review by the Provost which will require information about student interest, job market need, and a general vision for the program curriculum. Please see the Steps in Program Process for more information.

Please direct questions to AVPPC Michelle Moosally: moosallym@uhd.edu / 713-927-8473

This document is maintained by the Office of the Provost. Changes are made consultation with UCC.

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