

2.2.1 THE NOTICE OF INTENT DOCUMENT

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The intended audience for the Notice of Intent is UW Chancellors, Provosts, and their staff members, as well as UWSA administrators and staff. Once formally submitted to APEI, the Notice of Intent becomes a public document.

The Notice of Intent should be up to three pages in length and include the following information:

- The name of the proposed program, the institutional setting, the mode of delivery, and institutional contact information;
- A description of the new program that includes anticipated program and learning outcomes;
- Sufficient information about content and program level so that reviewers can understand how the program may relate to other offerings;
- Existing or anticipated resources required to deliver the program;
- Information on other required approvals to offer the program beyond the BOR (such as accreditation bodies, including the Higher Learning Commission [HLC]) should be included;
- Evidence of how the new program aligns with the institutional mission, strategic plan, and existing academic degree program array and a link to the institution's academic strategic plan; and
- A rationale that clearly defines the need for the new program, including market and student demand in the context of local, regional, and systemwide programs. The rationale should include evidence that the program will not produce unnecessary program duplication. Unnecessary is defined as the addition of an academic degree program that is already offered by 50% or more of the UW institutions when there is a lack of convincing evidence that student demand exists to financially support and sustain its addition.