

# Instructions—Notice of Intent

## APPROVAL CRITERIA—NOTICE OF INTENT

The purpose of the Notice of Intent is to elicit feedback from colleges and universities regarding potential unnecessary duplication of academic programs and to streamline the program approval process.

Notices of Intent must be submitted for the following program applications:

- New program
- Redesign: New program from an existing program
- Relocation or Replication program when the change affects a similar program offered by another institution

NOI Submission Deadline. File a Notice of Intent either (a) when a program application is almost ready or (b) at the same time the program application is submitted.

Review and Comment. Notices of Intent will be posted to the Academic Program Listserv for 21 calendar days to allow other system colleges/universities to comment. Objections to the proposed program must be addressed by the applicant prior to a final decision by the Office of the Chancellor.

Application Submission Deadline. If the program application is not submitted within 60 days following the end of the 21-day listserv notification period, the notice of intent must be reposted.

If you have any questions or if you are a CAO and need to be added to the AcadProg listserv, please refer to [Staff Contacts](#).

## GENERAL INFORMATION

Link to information on how to complete general information section on all applications.