NOTICE OF INTENT
Check Off List

College, School, Department _____ New Program _____

	Date Approved/Sent
1. NOI (Undergraduate) sent to Curriculum Council	
2. NOI (Graduate) sent to Graduate Council	
3. Received approval from Council	
4. Academic Affairs received NOI	
5. Approved by Deans' Council	
6. Send copy of NOI to Cathy, Institutional Research	
7. Send NOI and cover memorandum to CAAP members two weeks prior to next CAAP meeting	
8. Approved at CAAP meeting	
Action Taken: Forwarded to AAPC	
No further action required	
9. Received request for Full Proposal from AAPC	
10. Notify Institutional Research of approval	
11. Prepare Full Proposal (at the request of the AAPC)	
12. Full Proposal approved by Graduate Council	
13. Full Proposal approved by Dean's Council	
14. Send Full Proposal to CAAP at least two weeks prior to the next CAAP meeting.	
15. Full Proposal approved by CAAP	
16. Full Proposal approved by AAPC & Full Board	
17. Inform Deans of Decision	