

FAYETTEVILLE STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

INSTRUCTIONS FOR ACADEMIC PROPOSALS REQUIRING UNC SYSTEM REVIEW

Instructions: The proposal author completes the following steps to facilitate the review process and related updates.

- 1) Uses the appropriate [UNC form\(s\)](#).
- 2) Submits the appropriate [UNC form\(s\)](#) in [FSU's Digital Academic Proposal form](#) for internal review.
- 3) Tracks and updates the appropriate [UNC form\(s\)](#) in Smartsheet during the internal review process, as needed.
- 4) Submits the internally approved proposal with required signature information in Smartsheet as **one PDF file**.
- 5) Submits the UNC PREP-API notification on the outcome of the review in Smartsheet with a comment (and the system-approved proposal, if different from the internally approved proposal previously submitted in Smartsheet), such as a comment confirming that the system-approved proposal has been uploaded in Smartsheet.
- 6) Informs relevant units, such as the Department Office, Registrar's Office, and Admissions Office, of the outcome of the UNC system review, requesting any related processing and/or website updates, as needed.