

FAYETTEVILLE STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS

INSTRUCTIONS FOR ACADEMIC PROPOSALS REQUIRING FSU REVIEW

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

- 1) Submits the proposal in [FSU's Digital Academic Proposal form](#) for internal review.
- 2) Tracks and updates the proposal in Smartsheet during the internal review process, as needed, including all catalog changes in **one Microsoft Word document** with Track Changes.
- 3) Informs relevant units, such as the Department Office, Registrar's Office, and Admissions Office, of the outcome of the FSU review, requesting any related processing and/or website updates, as needed.