

FAYETTEVILLE STATE UNIVERSITY

Letter of Intent and Request to Establish Instructions

- 1) Use the appropriate [UNC form](#) to complete the Letter of Intent or Request to Establish, including the following information in the form:
 - minimum credit hours; and
 - expected number of full-time terms to completion.
- 2) Submit the Letter of Intent or Request to Establish in [FSU's Digital Academic Proposal form](#) for internal review.
- 3) Update the Letter of Intent or Request to Establish in [Smartsheet](#) during the internal review process (as appropriate).
- 4) Submit the final/approved Letter of Intent or Request to Establish in [Smartsheet](#) as **one pdf document**.