North Dakota University System

ACADEMIC AFFAIRS FORMAL REQUEST
STAGE II COVER PAGE

This form is to accompany each academic request to the System office for State Board of Higher Eduation or Chancellor action. The purpose of the form is to streamline the request process, promote consistency, and foster improved record-keeping.

Institution: _____

I. Action requested:

- ☐ **Approval of new program,** Policy 403.1, "Program Approval", SBHE approval
- ☐ **Approval of new prefix**
- ☐ **Termination of program,** Policy 403.1.1, "Program Termination", SBHE approval
- ☐ **Place program on inactive status**, Policy 403.1.3, "Inactive Programs", Chancellor approval
- ☐ **Program title change**, Policy 403.4, "Changes in Program Titles", Chancellor approval
- ☐ **Corresponding degree title change**
- ☐ **Approval of new program fee**, Policy 805.3. 2.d
- ☐ **Distance education approval**, Policy 404.1, "Distance Learning Credit Activities", Chancellor approval
  ☐ **New** ☐ **Change** ☐ **Update Notice**
- ☐ **Organizational change**, Policy 307.1, "Institutional Organization-Notice and Approval", SBHE approva
  ☐ **New** ☐ **Change** ☐ **Termination**
- ☐ **Other,** Policy_____, " _____ ", _____ approval

Effective Date: _____

II. Program information (where applicable):

NDUS Academic Program Code (this is an abbreviation of the Description; example UGBIO)_____

Program or Organizational Title_____

Old title (if title change) _____

- ☐ **Major**
- ☐ **Minor**
- ☐ **2nd Major**

Short Title Description; (10 characters title) _____

Program Prefix Requested _____

Implementation Date (old and new dates cannot overlap) _____

First Valid Term _____

Academic Career (UG, G, L, M)_____

Grading Scheme (UG, G, L, M, Ph) _____

Academic Group; (division, college, school) _____

Academic Organization/Department_____

CIP Code _____

Exact degree/award title (refer to NDUS Procedure 409 for title list):

- ☐ Diploma
- ☐ Certificate Program
- ☐ Associate of Arts (A.A.)
- ☐ Associate of Applied Science (A.A.S.)
- ☐ Associate of Science (A.S)
- ☐ Bachelor of Arts (B.A.)
- ☐ Bachelor of Science (B.S.)
- ☐ Authorized to Offer Degree
- ☐ Bachelor of Science in Education (B.S.Ed)
- ☐ Master of Arts (M.A.)
- ☐ Master of Science (M.S)
- ☐ Doctorate in Education (Ed.D.)
- ☐ Doctor of Philosophy (Ph.D.)
- ☐ _____
- ☐ This title is currently not in Procedure 409

III Submitted by:

Name: _____ Date: _____

For System Office use only:

Office __/__/__ AAC __/__/__ Cabinet __/__/__ Chancellor __/__/__

Board __/__/__ HECN __/__/__ CIP code _____ Major code _____