

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 Education 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
- 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 approval
 - 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):

- | | |
|--|---|
| <input type="checkbox"/> Diploma | <input type="checkbox"/> Bachelor of Science in Education (B.S.Ed) |
| <input type="checkbox"/> Certificate Program | <input type="checkbox"/> Master of Arts (M.A.) |
| <input type="checkbox"/> Associate of Arts (A.A.) | <input type="checkbox"/> Master of Science (M.S) |
| <input type="checkbox"/> Associate of Applied Science (A.A.S.) | <input type="checkbox"/> Doctorate in Education (Ed.D.) |
| <input type="checkbox"/> Associate of Science (A.S) | <input type="checkbox"/> Doctor of Philosophy (Ph.D.) |
| <input type="checkbox"/> Bachelor of Arts (B.A.) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bachelor of Science (B.S.) | <input type="checkbox"/> This title is currently not in Procedure 409 |
| <input type="checkbox"/> Authorized to Offer Degree | |

III Submitted by:

Name: _____ Date: _____

For System Office use only:

Office ___/___/___ AAC ___/___/___ Cabinet ___/___/___ Chancellor ___/___/___
 Board ___/___/___ HECN ___/___/___ CIP code _____ Major code _____