- **Where can I find the template for the Proposed Academic Program Summary?**
  - The template is posted on the Academic Program Planning webpage.

- **What is the deadline for submission?**
  - The UNC System has adopted a timeline for academic program approvals by the Board of Governors. To identify the target submission date for your proposed academic program summary, please consult the UNC System Academic Program Planning Calendar available on the Academic Program Planning webpage. Refer to the 'Stage' column to find the program summary due date.

- **What is the required length for the summary?**
  - The summary must not exceed four pages.

- **How should I format the document?**
  - **Do not alter the font, margins, formatting, or tables on the template.**
  - **Do not add tables or charts to the template.**

- **What are the approved names and abbreviations for UNC System Institutions?**
  - Refer to the UNC System Style Guide for the correct way to abbreviate your institution's name and the names of other institutions.
  - The UNC System Style Guide is posted on the Academic Program Planning webpage.

- **Should I remove the prompts?**
  - Yes. Remove prompts once responses are provided.

- **Can I use personal pronouns?**
  - No. Avoid using personal pronouns (e.g., 'us,' 'we,' 'theirs,' 'ours') in the materials.

- **Do I need to cite claims?**
  - Yes. All specific claims must be cited.

- **Will the Proposed Academic Program Summary be publicly available on the Board Meetings and Materials webpage?**
  - Yes. Current and past summaries are available on the Board Meetings and Materials webpage.
  - To access past summaries, visitors should select the 'Past Meetings' option under 'Meetings and Materials' on the left-side menu of the webpage. Summaries are typically

included in the materials for the September, November, February, and May meetings, within the Committee on Educational Planning, Policies, and Programs section.