



Proposed Academic Program Summary: Instructions

Directions

Please complete the Proposed Academic Program Summary template by answering all questions and replacing the blue words that are in **ALL CAPS** with the exception of the Classification of Instructional Programs (CIP) abbreviation.

Where can I find the template for the Proposed Academic Program Summary?

- A downloadable template is posted on the [Academic Program Planning webpage](#).

What is the deadline for submission?

- The University of North Carolina System has adopted a timeline for academic program approvals by the University of North Carolina 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 Tools webpage](#). Refer to the 'Stage' column to find the program summary due date.

How should I format the document?

- Except for adding rows, do not alter the tables, font, margins, or formatting on the template.
- Do not add tables or charts to the template.
- Do not exceed five pages.

What are the approved names and abbreviations for UNC System institutions?

- Please refer to page three for the list of approved abbreviations for each UNC System institution.

Should I remove the prompts?

- Yes. Remove prompts once responses are provided. Answer the prompt(s) succinctly by providing approximately five sentences per section. Limit sentences to no more than 35 words.

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 supported and cited, preferably in text.
- Do not use superscript footnotes or hyperlinks.

Will the Proposed Academic Program Summary be publicly available on the Board Meeting and Materials webpage?

- Yes. Summaries are typically included in the UNC Board of Governors [meeting materials](#) for the September, November, February, and May meetings, within the Committee on Educational Planning, Policies, and Programs section.
- Past summaries can be found in the [archived meeting materials](#).

What file name should be used for the summary?

- Save the summary using the following file name format: UNC System Academic Programs Materials [INSTITUTION DEGREE ABBREVIATION in DEGREE NAME].pdf
 - Example: UNC System Academic Programs Materials UNC Charlotte BS in Artificial Intelligence.pdf

Are there any additional style guidelines for the summary?

- Yes. Adhere to the following writing conventions:
 - Do not include hyperlinks
 - Spell out percent; do not use the symbol (%)
 - Use the Oxford or serial comma
 - Use “Systemwide” over System-wide
 - Use 2026-27, not 2026-2027. Do not use an en dash
 - Use lowercase full academic degree titles i.e. bachelor’s, master’s, doctorate, associate degrees
 - All degree abbreviations should be written without periods except for Ph.D., and similar compound abbreviations
 - Names of degrees are capitalized i.e. Bachelor of Science (BS)
 - Use lowercase fields of study except when a proper noun is part of the name i.e. biology.

Approved Names and Abbreviations for UNC System Institutions

Approved names and abbreviations for the 17 institutions that make up the UNC System are provided below.

- Always use an institution's official name as a **first reference**.
- Institutions should always be listed in alphabetical order.
- Institution **abbreviations** should only be used where space is limited (i.e., charts and tables) and listed alphabetically by the institution's official name.

Appalachian State University

"Appalachian State University" (first reference)

"App State" (second reference, preferred abbreviation)

"ASU" (**never acceptable** unless space is limited; i.e., charts, tabs, and tables)

East Carolina University

"East Carolina University" (first reference)

"ECU" (second reference, preferred abbreviation)

Elizabeth City State University

"Elizabeth City State University" (first reference)

"ECSU" (second reference, preferred abbreviation)

Fayetteville State University

"Fayetteville State University" (first reference)

"FSU" (second reference, preferred abbreviation)

NC State University

"NC State University" (first reference)

"NC State" (second reference, preferred abbreviation)

"NCSU" (**never acceptable** unless space is limited; i.e., charts, tabs, and tables)

North Carolina A&T State University

"North Carolina Agricultural and Technical State University" (first reference)

"North Carolina A&T State University" or **"North Carolina A&T"** (second reference)

"N.C. A&T" (preferred abbreviation)

North Carolina Central University

"North Carolina Central University" (first reference)

"NC Central University" (second reference)

"NCCU" (preferred abbreviation)

"Central" (**never acceptable**)

North Carolina School of Science and Mathematics

"North Carolina School of Science and Mathematics" (first reference)

"NCSSM" (second reference, preferred abbreviation)

NCSSM is a single institution with two physical campuses. When referring to an individual campus, use: “the Durham/Morganton Campus of North Carolina School of Science and Mathematics” (first reference) “NCSSM-Durham” or “NCSSM-Morganton” (second reference)

University of North Carolina Asheville

“University of North Carolina Asheville” (first reference)
“UNC Asheville” (second reference, preferred abbreviation)
“UNCA” (*never acceptable* unless space is limited; i.e., charts, tabs, and tables)

University of North Carolina at Chapel Hill

“University of North Carolina at Chapel Hill” (first reference)
“UNC-Chapel Hill” (second reference, preferred abbreviation)
“UNC-CH” (*never acceptable* unless space is limited; i.e., charts, tabs, and tables)

University of North Carolina at Charlotte

“University of North Carolina at Charlotte” (first reference)
“UNC Charlotte” (second reference, preferred abbreviation)
“UNCC” (*never acceptable* unless space is limited; i.e., charts, tabs, and tables)

University of North Carolina at Greensboro

“University of North Carolina at Greensboro” (first reference)
“UNC Greensboro” (second reference)
“UNCG” (preferred abbreviation)

University of North Carolina Pembroke

“University of North Carolina Pembroke” (first reference)
“UNC Pembroke” (second reference)
“UNCP” (preferred abbreviation)

University of North Carolina Wilmington

“University of North Carolina Wilmington” (first reference)
“UNC Wilmington” (second reference)
“UNCW” (preferred abbreviation)

University of North Carolina School of the Arts

“University of North Carolina School of the Arts” (first reference)
“UNCSA” (second reference, preferred abbreviation)

Western Carolina University

“Western Carolina University” (first reference)
“WCU” (second reference, preferred abbreviation)

Winston-Salem State University

“Winston-Salem State University” (first reference)
“Winston-Salem State” (second reference)
“WSSU” (preferred abbreviation)