(Date)

**MEMORANDUM**

TO: Laura Lyons

 Interim Associate Vice Chancellor

 for Academic Affairs

VIA: Krystyna Aune

 Dean, Graduate Division

VIA: (Name, Dean, College/School)

VIA:

FROM:

SUBJECT:

SPECIFIC ACTION REQUESTED:

It is requested that the (in this case “Interim Associate Vice Chancellor”) approve the ….

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

PURPOSE:

BACKGROUND:

ACTION RECOMMENDED:

It is recommended that the (in this case “Interim Associate Vice Chancellor”) approve the ….

Attachments:

Approved/Disapproved:

Laura Lyons Date

Interim Associate Vice Chancellor for Academic Affairs