<DATE>

MEMORANDUM

TO: David Lassner

 President

VIA: Michael Bruno

 Provost

VIA: Laura Lyons

 Interim Associate Vice Chancellor for Academic Affairs

VIA: Krystyna Aune

 Dean of Graduate Division

FROM: Dean <NAME>

 College/School of <NAME>

SUBJECT: APPROVAL OF AUTHORIZATION TO PLAN (ATP) A GRADUATE CERTIFICATE

 IN [CERTIFICATE TITLE]

SPECIFIC ACTION REQUESTED:

It is requested that the Authorization to Plan (ATP) for a graduate certificate in [CERTIFICATE TITLE] be approved.

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

PURPOSE:

BACKGROUND:

ACTION RECOMMENDED:

It is recommended that the Authorization to Plan (ATP) for a graduate certificate in [CERTIFICATE TITLE] be approved.