<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.