**FOR UNDERGRADUATE PROGRAM MODIFICATIONS**

<DATE>

MEMORANDUM

TO: Laura E. Lyons

 Associate Vice Chancellor for Academic Affairs

VIA: <DEAN NAME>

 Dean, <COLLEGE/SCHOOL>

FROM: <CHAIR NAME>

 Chair, <DEPARTMENT NAME>

SUBJECT: APPROVAL OF <PROGRAM MODIFICATION DETAIL>

SPECIFIC ACTION REQUESTED:

It is requested that

REQUESTED EFFECTIVE TERM:

ADDITIONAL COST:

RATIONALE/PURPOSE OF PROPOSED CHANGE(S):

DETAILED LIST OF CHANGE(S):

DETAILED LIST OF CONSULTATION WITH IMPACTED PROGRAMS:

ACTION RECOMMENDED:

It is recommended that

ATTACHMENTS (1-5 REQUIRED):

1. Current Program Sheet
2. Current Program Sheet (with proposed changes clearly tracked/highlighted)
3. Current Plan Template
4. Current Plan Template (with proposed changes clearly tracked/highlighted)
5. Current Catalog description
6. Curriculum Committee Meeting Minutes (optional)
7. Letters of Support (optional)

APPROVED/DISAPPROVED:

Laura E. Lyons Date

Associate Vice Chancellor for Academic Affairs

**FOR GRADUATE PROGRAM MODIFICATIONS**

<DATE>

MEMORANDUM

TO: Laura E. Lyons

 Associate Vice Chancellor for Academic Affairs

VIA: Krystyna Aune

 Dean, Graduate Division

VIA: <DEAN NAME>

 Dean, <COLLEGE/SCHOOL>

FROM: <CHAIR NAME>

 Chair, <DEPARTMENT NAME>

SUBJECT: APPROVAL OF <PROGRAM MODIFICATION DETAIL>

SPECIFIC ACTION REQUESTED:

It is requested that

REQUESTED EFFECTIVE TERM:

ADDITIONAL COST:

RATIONALE/PURPOSE OF PROPOSED CHANGE(S):

DETAILED LIST OF CHANGE(S):

DETAILED LIST OF CONSULTATION WITH IMPACTED PROGRAMS (if any):

ACTION RECOMMENDED:

It is recommended that *(rest of this statement should be identical to Action Requested*)

ATTACHMENTS (1 and 2 are REQUIRED):

1. Current Program Sheet with proposed changes clearly noted/highlighted
2. Current Catalog description with proposed changes clearly tracked/highlighted
3. Letters of Support (optional)

APPROVED/DISAPPROVED:

Laura E. Lyons Date

Associate Vice Chancellor for Academic Affairs