[PLACE ON LETTERHEAD]

<DATE>

MEMORANDUM

TO: David Lassner

 President

VIA: Debora Halbert

 Vice President for Academic Strategy, UH System

VIA: Michael Bruno

 Provost

VIA: Laura E. Lyons

 Interim Vice Provost for Academic Excellence

VIA: Julienne Maeda (For Graduate Programs)

 Interim Dean of Graduate Division

VIA: Dean <NAME>

 College/School of <NAME>

FROM: Chair <NAME>

 Department of <NAME>

SUBJECT: REQUEST EXTENTION OF PROVISIONAL STATUS TO THE [UNDERGRADUATE/GRADUATE] DEGREE IN [DEGREE TITLE]

SPECIFIC ACTION REQUESTED:

We would like to request an extension of provisional status for [DEGREE TITLE] for [TERM/DATE] through [TERM/DATE].

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

PURPOSE:

BACKGROUND:

ACTION RECOMMENDED:

We would like to recommended an extension of provisional status for [DEGREE TITLE] for [TERM/DATE] through [TERM/DATE].

APPROVED/DISAPPROVED:

David Lassner Date

President