[PLACE ON LETTERHEAD]

<DATE>

MEMORANDUM

TO: Michael Bruno

Provost

VIA: Laura E. Lyons

Interim Vice Provost for Academic Excellence

VIA: Julienne Maeda (for Grad Certs)

Interim Dean of Graduate Division

VIA: Dean <NAME>

College/School of <NAME>

FROM: Chair <NAME>

Department of <NAME>

SUBJECT: APPROVAL OF THE NEW [UNDERGRADUATE/GRADUATE] CERTIFICATE IN

[CERTIFICATE TITLE]

SPECIFIC ACTION REQUESTED:

It is requested that the new [UNDERGRADUATE/GRADUATE] certificate in [CERTIFICATE TITLE] be approved.

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

PURPOSE:

BACKGROUND:

ACTION RECOMMENDED:

It is recommended that the new [UNDERGRADUATE/GRADUATE] certificate in [CERTIFICATE TITLE] be approved.

APPROVED / DISSAPPROVED:

Michael Bruno, Provost Date