<on letterhead>

<Date>

Memorandum

To: Laura E. Lyons

Interim Vice Provost for Academic Excellence

Via: Dean <Name>

College/School of <Name>

From: Chair<Name>

Department<Name>

RE: Request approval of the authorization to plan for the <degree title, e.g., MFA in Creative Writing> in the <college/school name

Specific Action Requested:

It is requested that the Vice Provost for Academic Excellence approve the authorization to plan the [degree title including type, e.g., MFA in Creative Writing] in the [college/school name] and convey the materials to the Provost and UH System Officers for their review and approval.

Recommended Effective Term/Year:

Additional Cost:

Purpose and Background:

Action Recommended:

Approve the authorization to plan the [degree title including type, MFA in Creative Writing] in the [college/school name] and convey the materials to the Provost and UH System Officers for their review and approval.

Approved / Disapproved

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Laura E. Lyons, Vice Provost for Academic Excellence Date

Attachment: Authorization to plan proposal

c:

[Name of department chair], Department Chair, [department]

Monica Stitt-Bergh, Interim Director of Program Development and Review