For all proposals which include significant degree program changes, a memo which summarizes and explains the proposed changes also should be submitted and addressed to the Chair of the Undergraduate Curriculum Committee.

TO: Chair, Undergraduate Curriculum Committee

FROM:

DATE:

RE: Proposed Changes

The proposed changes/additions meet the guidelines and procedures established by the University Undergraduate Curriculum Committee and/or the Graduate Council. This proposal already has been submitted to the department’s faculty for approval, to the curriculum committee of the college of the department requesting the curriculum change, and to the dean of the college.

The proposed curriculum changes have been approved by:

Dept. Head or Chair of Departmental Curriculum Committee  Date

Dean of College submitting proposal  Date

Chair of College Curriculum Committee  Date

Attachments