**TO:** Diane Z. Chase, Ph.D., SVC/SVP for Academic Affairs and Provost

**FROM:** Dean’s name, Dean, College (Dean’s signature)

**CC:** Daniel Chang, Assistant Provost, Academic Programs

 Undergraduate/Graduate Dean

 Chair of Faculty Committee

**DATE:**

**RE: NOTIFICATION MEMO** -

**The Request**

**Rationale/Justification**

**Budget**

**Faculty Contact**

**References**