**UNDERGRADUATE PROGRAM MODIFICATION**

**SAMPLE ROUTING MEMO**

(Department Letterhead)

(Date)

**MEMORANDUM**

TO: Michael Bruno

Interim Vice Chancellor for Academic Affairs and

Vice Chancellor for Research

VIA: (Name, Dean, College/School)

FROM: (Name, Department Chair)

SUBJECT:

The following items should be addressed in text portion:

* Effective term being requested.
* Text outlining the proposed change(s).
* Rationale for the requested changes.
* Resource issues tied to the request. *Please address whether sufficient resources exist in order to implement the requested change(s). If no additional resources are required, please include a statement of this fact.*
* Copy of the existing catalog entry, marked up to include the proposed change(s).
* Copy of revised 4 year plan
* Copy of revised program sheet