Memorandum

To: University Policy & Curriculum Committee
From: [Department Chair, Program Director]
Date: June 28, 2012
Re: [Title of specific change]

[Title of Degree and Changes]

Rationale for changes (which includes):

1. Detailed Description of each change
   [For example: We plan to add ABC 123 to the "Restricted Electives" category. ABC 123 is a newly-approved course; adding it as a "Restricted Electives" will give students another appropriate course option in this category. This will not change the overall hours in the program.]

2. Email Discussions
   [NA]

3. Any other supporting documentation
   [NA]