DATE

**MEMORANDUM TO:** (Dean of your respective college)

**FROM:** Department Chair, Department of [Fill in the blank]

Cooperating Department Chair, Department of [Fill in the

blank]

**SUBJECT:** Proposal for an Undergraduate Certificate in [Fill in the blank]

We are submitting the attached proposal for an Undergraduate Certificate in [Fill in the blank]. The Department of [Fill in the blank] will be the home department and primary overseer of the proposed program. *If certificate is offered in collaboration with another department then please add the following sentence:* We will continue our joint partnership that includes recruiting students, developing curricula, providing student support, and consultation about future changes.

Approved by:

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(Dean of your respective college) Date

Attachments