DATE

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

Samuel Frimpong, Vice Provost of Graduate Education

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

Cooperating Department Chair, Department of [Fill in the

blank]

**SUBJECT:** Revision Proposal for a Graduate Certificate in [Fill in the

blank]

In [Fill in year] the [Fill in the blank] graduate certificate was developed by [Fill in the department]. The certificate consisted of the following:

[List what was previously approved that is to be changed. If courses are to be changed you must list the courses as they were on the last approved proposal.]

Insert course

Insert course

Insert course

Insert course

As a result, we would like to amend the graduate certificate [explanation of why and what change is to be made]. [If a changes to coursework are to be made list the new curriculum here:]

Insert course

Insert course

Insert course

Insert course

If you have any questions, please do not hesitate to contact the department.

Approved by:

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(Dean of your respective college) Date

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Samuel Frimpong Date

Vice Provost of Graduate Education

Attachments