

(on School/College letterhead)

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## Sample Memorandum

To: (Name)  
Dean, Graduate School

From: (Name)  
Associate Dean, Graduate Studies

Date:

Re: Deactivating a Program

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This is to request the approval to deactivate the (program name) program from the (School/College name). This request has been approved by the Graduate Committee of the (School/College name), the Department Chairs of the (School/College name), the Graduate Council of the (School/College name), and Dean (Name) of the (School/College name).

(Attach rationale and supporting documents)

This action requires notification to the Graduate Council. The notification process requires that this memo be forwarded to the Graduate School. This action will be scheduled for review during the next available Graduate Council session. The Graduate Council will read and discuss this action. Comments and concerns will be returned to the originator. Concurrently, this memo and Graduate Council concerns and comments will be forwarded to the Faculty Senate for scheduling during their next most appropriate session.

(on School/College letterhead)

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## Sample Memorandum

To: (Name)  
Dean, Graduate School

From: (Name)  
Associate Dean, Graduate Studies

Date:

Re: Merging of two existing degrees

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This is to notify the Graduate Council of the merging of two existing degrees (degree name) from the (School/College name) and (degree name) from the (School/College name). This request has been approved by the Graduate Committee of the (both School/College names), the Department Chairs of the (both School/College names), the Graduate Council of the (both School/College names), and Deans (Names) of the (both School/College names).

(Attach rationale and supporting documents)

This action requires notification to the Graduate Council. The notification process requires that this memo be forwarded to the Graduate School. This action will be scheduled for review during the next available Graduate Council session. The Graduate Council will read and discuss this action. Comments and concerns will be returned to the originator. Concurrently, this memo and Graduate Council concerns and comments will be forwarded to the Faculty Senate for scheduling during their next most appropriate session.

(on School/College letterhead)

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## Sample Memorandum

To: (Name)  
Dean, Graduate School

From: (Name)  
Associate Dean, Graduate Studies

Date:

Re: New Track

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This is to request the approval of a new track (track name) for (program name) program from the (School/College name). This request has been approved by the Graduate Committee of the (School/College name), the Department Chairs of the (School/College name), the Graduate Council of the (School/College name), and Dean (Name) of the (School/College name).

(Attach rationale and supporting documents)

This action requires notification to the Graduate Council. The notification process requires that this memo be forwarded to the Graduate School. This action will be scheduled for review during the next available Graduate Council session. The Graduate Council will read and discuss this action. Comments and concerns will be returned to the originator. Concurrently, this memo and Graduate Council concerns and comments will be forwarded to the Faculty Senate for scheduling during their next most appropriate session.

(on School/College letterhead)

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## Sample Memorandum

To: (Name)  
Dean, Graduate School

From: (Name)  
Associate Dean, Graduate Studies

Date:

Re: Program Name Change

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This is to request the approval to change the name of (current program name) to (new program name). This request has been approved by the Graduate Committee of the (School/College name), the Department Chairs of the (School/College name), the Graduate Council of the (School/College name), and Dean (Name) of the (School/College name).

(Attach rationale and supporting documents)

This action requires notification to the Graduate Council. The notification process requires that this memo be forwarded to the Graduate School. This action will be scheduled for review during the next available Graduate Council session. The Graduate Council will read and discuss this action. Comments and concerns will be returned to the originator. Concurrently, this memo and Graduate Council concerns and comments will be forwarded to the Faculty Senate for scheduling during their next most appropriate session.

(on School/College letterhead)

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## Sample Memorandum

To: (Name)  
Dean, Graduate School

From: (Name)  
Associate Dean, Graduate Studies

Date:

Re: Reactivating a Program

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This is to request the approval to reactivate the (program name) program from the (School/College name). This request has been approved by the Graduate Committee of the (School/College name), the Department Chairs of the (School/College name), the Graduate Council of the (School/College name), and Dean (Name) of the (School/College name).

(Attach rationale and supporting documents)

This action requires notification to the Graduate Council. The notification process requires that this memo be forwarded to the Graduate School. This action will be scheduled for review during the next available Graduate Council session. The Graduate Council will read and discuss this action. Comments and concerns will be returned to the originator. Concurrently, this memo and Graduate Council concerns and comments will be forwarded to the Faculty Senate for scheduling during their next most appropriate session.