

{Department/College Letterhead}

{Date}

MEMORANDUM

TO: Dr. Carol A. Fierke
Provost and Executive Vice President

THROUGH: {Dean Name}
Dean of {College Name}

FROM: {Department Head Name}
Department Head of {Department Name}

SUBJECT: Proposed {Name of Degree}

The Department of {Name} proposes the creation of a new degree program, as follows:

- Title:
- Level:
- CIP Code:
- Anticipated Date of Proposal Submission in CARS:
- Brief Description of Degree Program:
- Justification/Need for Degree Program:
- Anticipated New Costs Over First 5 years:
- Anticipated Implementation Date: