MEMORANDUM

TO: Provost Office  
(Routed to Educational Policy Committee for Approval)

FROM: Initiating Unit Head (Department, Curriculum)

SUBJECT: Proposed Remark on Student Academic Transcripts (45 characters maximum)

DATE: __________________________

RE: Instructions for Submitting Request, Registrar Policy Memorandum No. 28, 
Remarks on Student Academic Transcripts

Written Justification

Proposed Effective Date: __________________________

Signature of Unit Head: ___________________________  Date: ______________

Approval of Provost: ___________________________  Date: ______________

Approval of Educational Policy Committee: ___________________________  Date: ______________

Received by University Registrar: ___________________________  Date: ______________

Registrar's Office confirmed effective date with initiating unit: ___________________________

dcr/5-23-07