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