

Letterhead from Initiating Unit Head (Department, Curriculum)

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