DATE

**To:** (Dean of your respective college)

**From:** Department Chair

Department of [Fill in the blank]

 Cooperating Department Chair

Department of [Fill in the blank]

**Subject:** Proposal for an Undergraduate Certificate in [Fill in the blank]

We are submitting the attached proposal for an Undergraduate Certificate in [Fill in the blank]. The Department of [Fill in the blank] will be the home department and primary overseer of the proposed program. *If certificate is offered in collaboration with another department then please add the following sentence:* We will continue our joint partnership that includes recruiting students, developing curricula, providing student support, and consultation about future changes.

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Signature – Department Chair Date

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Signature – Department Chair Date

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Signature – Vice Provost and Dean Date

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Signature – Vice Provost and Dean Date