**CURRICULUM IMPACT MEMO**

**DATE**:

**TO:** Office of the Registrar

**FROM:**

**COLLEGE/DEPARTMENT OF SENDER:**

**NAME OF PROGRAM:**

The Department of [INSERT] has run a Curriculum Impact Report and have reviewed the impact of the unit’s proposed changes and have determined that the following Colleges/Programs will be impacted by our proposed changes:

1.

2.

3.

**NEED/JUSTIFICATION:**

**NATURE OF THE CHANGE:**

Add any additional information/restrictions.

Thank you.

[SENDER NAME]

[SENDER TITLE]