

February 16, 2015

The Curriculum Review Committee of the Faculty Senate has approved the following:

Effective: Fall 2015 upon approval

Rationale: See request attached

February 16, 2011

Dear Mr. [Name],

Thank you for your letter of [Date].

I am sorry to hear that [Issue].

We will look into this matter and get back to you as soon as possible. Your patience is appreciated.

Sincerely,  
[Name]

[Title]

[Address Line 1] [City] [State] [Zip]

[Phone Number]

[Email Address]