
Memorandum

To: Susan Ross
Associate Provost of Academic Affairs; Dean of Graduate Studies

From: [insert name of College Dean, Department Chair or Graduate Program Director]

Date: September 13, 2023

Re: Discontinue – [insert subject code, name and number of course]

- Purpose of memo.
- Confirmation of support from all Departments impacted by the discontinuation of the course.
- Brief reason for discontinuing course (e.g., no longer relevant, changing learning outcome program requirements, specialized accreditation reasons).
- Teach out arrangement – describe the plan for providing current students who require the course for graduation with the opportunity to complete the course when the course is no longer offered (if applicable).