**[Insert full name of College]**

**EXECUTIVE ACTION REQUEST**

**TO: [Insert name, title, College]**

**FROM: [Insert name, title, Department]**

**DATE:**

**SUBJECT: [Item(s) to be considered]**

**Requested change:**

[Briefly explain the proposed change(s).]

**Rationale for change:**

[Briefly explain how this is beneficial to students/program/faculty/department. This should include any approvals from other departments that may have been affected and/or are involved.]

**Effective Term/Year:**

[insert appropriate term/year; keep in mind time needed for proposal to be considered at all levels – College Curriculum Committee, Gen Ed Committee (if applicable), CAA and/or CGS]

**Approvals:**

Date approved by the department or school:

Date approved by the college curriculum committee:

Date approved by CAA/CGS [as appropriate]: