MEMO

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| To: |  | Mark Williams, Chief Instructional OfficerVicki Jacobi, Curriculum Co-Chair |
| From: |  |  |
| Division: |  | Choose an item. |
| Date: |  | Click here to enter a date. |
| Re: |  |  |

**Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Curriculum Change:**

[ ]  New Program [ ]  Substantial Program Change\* [ ]  Nonsubstantial Program Change\*

*\*For Program inactivations, please follow* [*Administrative Procedure 4021*](http://www.taftcollege.edu/tcwp/oldagenda/wp-content/uploads/2011/02/AP-4021-ProgramDiscontinuation.pdf)

**I have reviewed the Program Review prior to updating this program:**

 [ ]  Yes [ ]  No

**Justification for Request:**

*Please enter a brief description of the background and rationale for the new program or for the changes if amending an existing program.*

Click here to enter text.