TO: (Semester) (Year) Curriculum Committee

FROM: Prof. XXXX, Chair, Department of XXXX,

DATE:

RE: Change in **Course Description** for **Course XXX**

The Department of XXXX is proposing a change in **Course Description** for **Course XXX**

**FROM:**

 **Original Course Description**

**TO:**

 **New Course Description**

**Rationale for Change:**