



Memo

To: Presidents, New Jersey Colleges and Universities

From: Dr. Edward J. Yaw, President

Date: [insert date]

Re: Program Announcement for [insert name of program]

I am pleased to share with you for your review and comment a Program Announcement for [insert name of program].

In accordance with the New Degree Program Review Process, please comment as to whether the proposed program is unduly expensive, unduly duplicative or exceeds the programmatic missions of the institutions.

Your response to the enclosed Program Announcement is requested within 30 days. Please send your response to:

[insert appropriate VP or Dean's name]
County College of Morris
214 Center Grove Road
Randolph, NJ 07869-2086

Thank you for your consideration of this new program.

Enclosure