**MEMORANDUM**

**TO: Office of Academic Quality, Assessment, and Accreditation**

**FROM: \*\*\*INSERT DEAN NAME\*\*\*\*, Dean, Name of College**

**\*\*\*INSERT CHAIR NAME\*\*\*\*\*, Chair, Name of Department**

**RE: Action Plan of \*\*\*INSERT PROGRAM NAME\*\*\*\***

**DATE: \*\*\*INSERT DATE OF DOCUMENT\*\*\*\***

**CC: George L. Hanbury II, President, Nova Southeastern University**

**Ronald J Chenail, Provost, Nova Southeastern University**

**Meline Kevorkian, Associate Provost**

**Jennifer Reeves, Academic Review Committee Chairperson**

The following is an action plan addressing the points of emphasis raised by the University Provost and Executive Vice President for Academic Affairs in his letter requesting this action plan and selected ARC recommendations. The University Provost and Executive Vice President for Academic Affairs’ Points of Emphasis are highlighted in bold. At the appropriate locations, this plan includes ARC activities, time lines and resource allocations that will serve to illustrate how these recommendations and points of emphasis will be actualized.

**Point of Emphasis:**

* Action to be taken:
* Timeline:
* Resource Allocation
  1. \*\*\*Insert College Name\*\*\* (Tuition, restrccturing, etc.):
  2. Outside of \*\*\*Insert College Name\*\*\*:

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\*\*\*Please feel free to respond to any additional ARC recommendations in the same form as above.\*\*\*