

IMPACT EMAIL NOTIFICATION TEMPLATE

To Whom It May Concern,

I am contacting you because my unit is initiating a curricular package that will impact your unit. Here is a summary of our changes:

(summarize changes)

The options selected below will tell you how we anticipate our changes will affect your unit:

- Increase enrollment in some of your courses.
- Decrease enrollment in some of your courses.
- One or more of our courses will have some subject-matter overlap with your courses.
- One or more of your courses will require revision to correct inaccurate prerequisites or corequisites.
- One or more of your programs will require revision to correct inaccurate course lists.
- One or more of your programs will require revision to correct inaccurate credit counts.
- Other:

Please respond by (DATE) if you have concerns about our change. This correspondence will be part of the curriculum package.

Thank you,
(signature)