This template provides a guide for a general motion. The motion should be pre-approved by the participating departments and will require faculty approval.

Suggested file name: mo\_dd\_yy\_CAO\_motion\_name

**Date**: [mo-dd-yy]

**To**: WPI faculty

**From**: Committee on Academic Operations (CAO) and [Originator’s name(s), program(s)/department(s)]

**Re**: Motion to [a brief but concise purpose of the motion], approved by [departments/programs] on [mo-dd-yy].

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**Motion:** On behalf of the [departments/programs], the Committee on Academic Operations (CAO) recommends, and I move that [explain what you want, e.g., “the following course CSXXXX be added to the undergraduate catalogue as a permanent/experimental undergraduate course.”]

**Summary:**

The purpose of this motion is to outline the rationale of [brief description of the motion] and address relevant issues.

**[Detailed description of the motion]:**

[Include any necessary and pertinent information regarding the proposed motion, such as its objectives, prerequisites, changes, and potential and potential impact on the curriculum or program.]

**Rationale:**

The need for [purpose of the motion] arises from [Explain the reason(s) behind the motion]. The advantages include [Describe the benefits these changes will bring to students, faculty, or the academic program].

**Impacts on students:**

The change will impact current and future students by [Explain the expected changes in student learning outcomes, skills development, degree requirements, or other relevant aspects].

**Resource Needs:**

The change may require additional resources, such as [Specify any required resources, such as textbooks, software, faculty, or equipment], in order to support the implementation.

**Implementation Date:**

The change is expected to be implemented starting from [Specify the intended term or academic year].