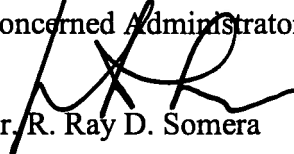


MEMORANDUM

TO: Concerned Administrators, Staff, and Faculty

FROM:  Dr. R. Ray D. Somera
Vice President for Academic Affairs

SUBJECT: Curriculum Vault Access

DATE: April 24, 2014

Because accreditation dictates that we must safeguard the integrity and security of our curriculum documents on file at the Vice President's office, access to the Academic Affairs Curriculum Vault, Building 2000, Room 2221, will now be restricted, **effective immediately**.

Anyone who wishes to access any of our curriculum documents must log in with the AVP's Administrative Officer for tracking and monitoring purposes.

Please be guided accordingly.