

March 19, 2012

Dr. Gerardo Académico, Director General, Universidad de la Salle, Bogotá, Colombia

Dear Gerardo, I hope you are well and that you are enjoying the day.

I am writing you to inform you that I have received your letter of March 15, 2012.

I am sorry to hear that you are not satisfied with the results of the process.

I would like to inform you that:

1. The results of the process are the result of the work of the jury.

2. The jury is composed of members of the community.

3. The jury is composed of members of the community who are not related to the process.

I am sure that you will understand the reasons for the results.

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The Curriculum Review Committee of the Faculty

Dear Mr. [Name]

Dear Mr. [Name],

I am pleased to inform you that the Curriculum Review Committee has approved the proposed changes to the [Course Name] course.

The committee has reviewed the proposed changes and has found them to be in line with the current curriculum standards and objectives.

The changes are effective from the start of the next academic year.

Thank you for your contribution to the improvement of our curriculum.

APPROVED:
[Signature]

[Name]

Thank you for your contribution to the improvement of our curriculum.

Yours faithfully,

[Signature]

[Name]

[Title]

APPROVED:
[Signature]

[Name]

[Title]

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