

**SAMPLE MEMORANDUM FOR SUBMITTING DEGREE PLAN TO
EDUCATION COMMITTEE FOR REVIEW**

DATE

MEMORANDUM

TO: Dr. Craig Coates, Education Committee Chair

THROUGH: Dr. (Major Advisor)

FROM: Student Name

SUBJECT: Approval of Degree Plan

I respectfully submit the enclosed degree plan for Education Committee review and approval. To supplement this document, I am also enclosing my transcripts.

My career plans include..... To achieve those goals, I have chosen course work in areas such as....that help me to gain a broader understanding of the..... My committee members were chosen because.....

I feel that this selection of courses and committee members will enable me to obtain a well-rounded educational experience and will increase my opportunities after the completion of my degree.

Please let me know if the Education Committee sees any problems with the degree plan as submitted.

Thank you.

Attachments