

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

DATE

MEMORANDUM

TO: Dr. (Current Chair), Education Committee Chair

THROUGH: Dr. (Major Advisor) {Major Advisor Signs Here!}

FROM: Student Name {You Sign Here!}

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 and current resume.

[Write a section on your career plans and goals.]

[Write a section justifying the basis for selection of courses and committee members included on the degree plan.]

[Summarize your request.]

Attachments:

Transcripts

Current Resume

(Any other supporting documents)