XX MAR 18

MEMORANDUM

From: MIDN 4/C First Last

To: LT Harris Larson

Subj: NROTC ENGLISH CLASS REQUIREMENT

1. The ROD requires English courses that meet the following requirement:

a. English Courses. These courses, which total six semester-hours or equivalent, must concentrate on the areas of grammar and composition and require significant student writings. The PNS shall approve these courses.

2.I submit the following course and course description for consideration for fulfillment of my ‘ENGLISH’ course requirement.

a. Course: *ENGLISH XXX – Course Name*

b. Course description from Wolverine Access:

*“Course Description.”*

Very Respectfully,

*SIGNATURE*

First Last

MIDN 4/C

Approved:

LT Larson, by direction