

Sample English Course Approval Request
(remove header from submitted request)

DD Mmm YY

MEMORANDUM

From: MIDN X/C First Last
To: Commanding Officer, Naval Reserve Officers Training Corps, University of Michigan
Via: X/C Advisor, RANK Last

Subj: NROTC-SPECIFIED ACADEMIC REQUIREMENTS

Ref: (a) NSTC-M 1533.2E

1. Reference (a) requires six semester-hours or equivalent of English courses, concentrating on the areas of grammar and composition and requiring significant student writings, to be approved by the Professor of Naval Science.

2. I submit the following course and course description for consideration for fulfillment of # credits of my English course requirements:

a. Course: Code ### – Title

b. Course description from Wolverine Access: "Insert description of course from Wolverine Access demonstrating how it meets the ROD requirements."

F. M. LAST

Class Advisor:

_____ Recommended _____ Not recommended

Commanding Officer:

_____ Approved _____ Denied

Copy to:
Class Advisor
Originator