

SAMPLE

Date:

To: School of Music Graduate Committee
Peter M. Lefferts

From:

Re: Memorandum substitutions

I am seeking approval for the following:

- Substitute MUSC XXX-course name, 3 hr in place of MUSC XXX-course name, 3 hrs.

Rationale:

Thank you very much for your consideration of these substitutions.

ADVISOR SIGNATURE _____

Note to student: Please ask your advisor to sign this request indicating his/her approval of this substitution before giving it to the Graduate Secretary.