

Degree Audit Notification

Date: [Insert Date]

Dear [Student's Name],

We are writing to inform you of recent policy changes that may affect your degree audit process. These changes are designed to enhance our academic programs and improve the overall student experience.

The key changes include:

- Modification of the required credits for graduation
- Updated policies regarding transfer credits
- New guidelines for elective courses

Please review the following updates in detail:

[Insert Detailed Information Here]

We encourage you to consult with your academic advisor to understand how these changes may impact your degree plan. For any questions or additional information, please feel free to reach out to our office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]