

(This is a sample memo, which should appear on Departmental Letter Head. If you need assistance in preparing this memo, please contact the Graduate Secretary.)

(MAILING ADDRESS: Graduate School
MS 1033)

TO: Gloria McNeme, Academic Advisor
MS 1033

FROM: **ADVISOR**

RE: Final Examination for **STUDENT'S NAME**

DATE: **DATE OF EXAM**

This is to inform you that **STUDENT'S NAME** successfully completed the dissertation oral defense on **DATE**. The title of the thesis is "**TITLE**". Committee members present were: **LIST NAMES**.

xc: GHDFS Director
Student
File