

The following 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: Lora Lopez  
Graduate School  
MS 1033

TO: Lora Lopez, Academic Program Advisor  
Graduate School  
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 thesis oral defense on **DATE**. The title of the thesis is "**TITLE**". Committee members present were: **LIST NAMES**.

xc: GHDFS Director  
Student  
File