This will inform you that ________________________________ (student's name and student identifier) has _______________ (passed/failed) the Master's Language Examination in ________________ (language) at the journal level on ______________________. The examination was administered by ________________________________ (person conducting the examination) on ______________________. The student has now completed ____________ (all/part) of the language requirement for the Master of __________________ in the ____________________ (appropriate degree) (department/school).

______________________________
(signature)

______________________________
(typed name and title)
From: (Departmental Chairperson or Graduate Program Director)
To: Graduate Dean
Subject: Master’s Thesis Committee for ___________________________ (student’s name and student identifier)
Date:

I recommend the following Graduate Faculty Members to serve as the Master’s Thesis Committee for ___________________________ (student’s name):

1. ___________________________, Chairperson
   (name)

2. ___________________________
   (name)

3. ___________________________
   (name)

__________________________
(signature)

__________________________
(typed name and title)

This is a Sample Form – Please do not photocopy it.
Your department should type an original memorandum.
From: (Departmental Chairperson or Graduate Program Director)
To: Graduate Dean
Subject: Master's General Examination
Date:

This will inform you that ____________________________ (student’s name and student identifier)
has ____________ the Master’s General Examination
on _______________ in _________________.

The Master’s Committee members were:

(list names of members)

______________________________
(signature)

______________________________
(typed name and title)

-------This is a Sample Form—Please do not photocopy it.-------
Your department should type an original memorandum.
From: (Departmental Chairperson or Graduate Program Director)
To: Graduate Dean
Subject: Master's Thesis Defense
Date:

This will inform you that ____________________________ (student's name and student identifier)
has _______________ the Master's Thesis Defense
on __________________ in _____________________.

The Master's Committee members were:

(list names of members)

__________________________
(signature)

__________________________
(typed name and title)

This is a Sample Form—Please do not photocopy it.
Your department should type an original memorandum.