SAMPLE LETTER QUALIFYING EXAM TO THE DEGREES COMMITTEE

ATTACH TO PROPOSALS

**MEMORANDUM**

**DATE**: 8/24/2017

**TO**: Degrees Committee

**FROM**: “Your Name”

**THROUGH**: “Your Advisor”

“Your name” has completed all the coursework required in the Division of “Your Division” maintaining a grade point average of 3.0 or better and would like to begin the PhD qualifying process. (If applicable: Also please see attached documentation of successful completion of OEPT examination).

Attached are (#) short research proposal(s), we would like to request the following Qualifying Examination Committee:

1. Dr.
2. Dr.
3. Dr.
4. Dr.
5. Dr.

Sincerely,

Your Name

Division Director:

Advisor:

\****PLEASE INCLUDE TITLES***