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Memorandum

To: SEAS Faculty and Graduate Students
From: *Examining Committee Chair's Name*
Subject: *Examination Name of Your Name*
Date: *January 23, 2002*

The *Examination Name for Your Name* will be held on *Thursday, February 10, at 10:30 am in Thornton Hall C 311*. The examining committee consists of *Member A (Committee Chair), Member B (Committee Member), Member C (Committee Member), and Member D (Committee Member, Computer Science Department)*. All interested faculty and any other persons are invited to attend.

The abstract for the *thesis/dissertation/proposal* is shown below.

Title of the Work

Insert the abstract here using normal, times, 12-point font and full justification format. The full announcement should not take up more than one page with 1" margins—as in this example.

Your Name
Department

Notes.

- i. The correct examination names are:
Master of Science Thesis Final Examination
Dissertation Outline and Admission to Candidacy
Dissertation Final Examination
- ii. Give the names of the committee members, and their department affiliation if they are not members of ECE faculty.
- iii. You complete sections in italic print.