



Memo of Completion

Graduate Program Advisers: Please submit this form to the Office of Graduate Studies no later than one week after the end of the semester. Please email directly to ypenate@fullerton.edu.

INSTRUCTIONS:

Fill in the following information by the end of the semester, and return to the Office of Graduate Studies only.

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Name: _____

Signature: Elaine Frey
Assistant Vice President for Graduate Studies

Title: _____

This Memo serves to confirm that the following student has completed the Exit Option required for their degree.

Name: _____

Exit Option: _____

Signature: _____

A. Choose appropriate Exit Option:

Retiree, Visiting, Exchange, or other; or other (specify)

B. Date the student completed the Exit Option: _____ (month/year)

C. Or, student will NOT graduate this semester: []

Signature: _____
Department Graduate Program Adviser