

Graduate Student Candidates 50% Completion Letter Formats

General letter format:

Mr. Rohit Rawat
President, Texas Eta Chapter
Tau Beta Pi

Dear Mr. Rawat:

[[Body of letter]]

Sincerely,

[[Supervising professor's signature and name]]

Formats for Body of Letter:

Master of Science with Thesis or Thesis Substitute

[[Name of student]] started his/her masters work in [[semester]] and has now completed over 50% of coursework and research required for the Master of Science in [[Name of degree program]].

Master of Science (non-Thesis)

[[Name of student]] started his/her masters work in [[semester]] and has now completed over 50% of coursework required for the Master of Science in [[Name of degree program]]. This degree does not require a thesis.

Note: This degree is called a Master of Engineering in some programs.

PhD

[[Name of student]] started his/her doctoral work in [[semester]] and has now completed over 50% of coursework and research required for the PhD in [[Name of degree program]].

Note to supervising professor

This letter must be on UTA letterhead, signed by you.

We are unable to determine whether a graduate student is over half way through his or her program. This requires a judgement call on your part if the student is conducting research as part of his or her program. If you have any questions, please contact Dr. Jim Williams in Civil Engineering, our chief advisor. His e-mail is <jimwilliams@uta.edu>.

When determining whether a student is half way through, a masters degree and a PhD are considered separately, i.e., the student must be at least half way through his/her masters degree or his/her PhD.