

LETTER OF ACCEPTANCE - SAMPLE #1
MUST BE ON SCHOOL LETTERHEAD AND CONTAIN THE SIGNATURE OF
THE DEPARTMENT DEAN

Date

Student Name
Address
City, State Zip

Dear Student:

Your application for admission to the Master of Education program at William Carey University has been reviewed. Your status is as follows:

XX Major: Elementary Education

XX You have submitted all necessary documents and meet all stated requirements. You are admitted to the program with **REGULAR** graduate status.

XX Dr. Mary Professor has been assigned as your advisor. Prior to completing nine (9) hours of graduate work, you will need to contact your advisor to complete a program of study plan. Completion of this program plan constitutes an application as a candidate for degree.

XX Please refer to and follow the guidelines in the current graduate catalog. You are responsible for information about academic standing, course loads, comprehensive examinations, time limitations, completing degree applications and other information in the catalog related to your program.

If you have any questions, please contact the Dean, School of Education.

Sincerely,

[signature]

Dean, School of Education