CpE DEGREE VERIFICATION

Please type the following letter and submit it by email to the CpE Program Office at cpeassistant@ecs.csus.edu. The email should contain your contact information and if necessary, the name of the person you have designated to pick up the letter for you. Once we receive your letter, it will be printed on CpE Program Letterhead and given to the CpE Graduate Coordinator for signature. Incomplete or letters not completed properly will not be processed and returned to you for corrections.

Letters could take **AT LEAST THREE DAYS AFTER SUBMISSION** to be processed, especially during busy periods at the beginning and the end of each semester.

Please be patient. You will be notified when the letter is ready for pick up via email or phone.

**To receive a Degree Verification Letter, please choose one of the following options:**

- **Project/Thesis:** Please bring the ORIGINAL Thesis / Project Receipt Form, stamped received, from Graduate Studies. This will be proof you have turned in your project report.

- **Plan C Exam:** Verification that Plan C Exam has been passed. This is done by CpE Program Staff.

We will also need to verify that all degree requirements have been satisfied. A letter will not be provided if there are courses to be completed, your project has not been received by Graduate Studies, or you have not passed the Plan C Exam.

**MEMORANDUM**

**TO:** Whom It May Concern

**FROM:** Dr. Nikrouz Faroughi, Coordinator

Computer Engineering Program

**SUBJECT:** Degree status for _______________________________

(Print Name)

Sac State ID: ___________________________________________

This letter is to certify that Mr. / Ms. __________________________ has completed all coursework for a Master of Science degree in Computer Engineering from Sacramento State University as of (semester & year) ______________________________. Mr. / Ms. __________________________ is currently awaiting completion of the degree checkout process and should receive his / her degree within the next two months. Please accept this letter as verification that he / she has completed the requirements for a M.S.C.P.E degree, pending final approval of official degree from the University’s Office of Graduate Studies.

**Letter should look like example below:**
MEMORANDUM

TO: Whom It May Concern

FROM: Nikrouz Faroughi, Coordinator
Computer Engineering Program

SUBJECT: Degree status for Ms. Sandra Barker
Sac State ID: 210036257

This letter is to certify that Ms. Sandra Barker has completed all coursework for a Master of Science in Computer Engineering degree from Sacramento State University as of December 2010. Ms. Barker is currently awaiting completion of the degree checkout process for her degree and should receive her degree within the next two months. Please accept this letter as verification that she has completed the requirements for a M.S.C.P.E, pending final approval of the official degree from the University’s Office of Graduate Studies.

March 3, 2011