CpE EXPECTED GRADUATION

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.

MEMORANDUM

TO: Whom it May Concern

FROM: Nikrouz Faroughi, Graduate Coordinator
       Computer Engineering

SUBJECT: Verification of status for _____________________________
          (PRINT – First and Last Name)

SacState ID: ___________________________________________

This letter is to certify that Mr. / Ms. _______________________ is expected to complete the requirements for a Masters of Science degree in Computer Engineering from Sacramento State University in (semester & year) __________________________. His / Her instructors have confirmed that he / she is passing all the classes he / she is currently enrolled in this semester. The diploma will be issued by Sacramento State University shortly after the semester ends.

Letter should look like example below.

Updated 05-15-15
MEMORANDUM

TO: Whom It May Concern

FROM: Nikrouz Faroughi, Graduate Coordinator
       Computer Engineering

SUBJECT: Verification of status for Oscar Meyer

March 3, 2011

This letter is to certify that Mr. Meyer is expected to complete his requirements for the Masters of Science degree in Computer Engineering from Sacramento State University in Spring 2011. His instructors have confirmed that he is passing all the classes he is enrolled in this semester. The diploma will be issued by Sacramento State University shortly after the semester ends.