

TO: Registrar Commencement Team

FROM: Office of Academic Programs; [student's department]

Date: [Month, day, year]

SUBJECT: Late Graduation Addition for [student first/last name]

This memo should be written on behalf of Dr. Wilson. Body of memo should address the following information, in paragraph form:

- *Include the student's name and PUID*
- *State the nature of the request (e.g., late graduation addition for [month/year])*
- *What reason did the student provide when asked why they did not register on time for graduation?*
- *If the student passes all courses for the current semester, will they meet all the degree requirements to graduate at the requested time?*
- *Advisor's endorsement: Explain your reasoning for why the student should be added after the deadline.*

Sincerely,

[Space for Dr. Wilson's signature]

Christine Wilson, Ph.D.
Senior Associate Dean & Director
Office of Academic Programs
College of Agriculture

[Advisor's signature]

[Advisor's typed name]

[Advisor's title]

[Advisor's department]

[Advisor's contact information]