INSTRUCTIONS: Edit and delete any text in red font according to your individual situation.

DATE: (Insert date here)

TO: Dr. Mark Widdowson

 Department Head, Civil and Environmental Engineering Department

FROM: (your name)

 (last 4 digits of your VT Student Number)

RE: Application for the Accelerated UG/G Degree Program

I have submitted my application for graduate studies in the Department’s Master of Science in Civil Engineering (indicate ENE if different from CE) program. I am specifically applying to the Accelerated UG/G Degree Program in which I am eligible to receive up to nine credits for courses that would count as part of both my B.S. and M.S. degrees.

I have met with both Ms. Lattimer and the (Contact – insert the faculty name here) of the (list your anticipated MSCE Program) Program where I intend to focus my graduate studies. Both have agreed that the following courses will appropriately satisfy requirements in my B.S. and M.S. degree programs:

(list the CEE course number and title here for any course that you wish to “double count”)

|  |  |  |
| --- | --- | --- |
| Course Number | Course Name | ADMIN COLUMN |
|  |  |  |
|  |  |  |
|  |  |  |

Approval Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ms. Kara E. Lattimer

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dr. XXXXXXXXX (your M.S. Program Coordinator)

Note – this will be the coordinator of the program that you are pursuing:

 EWR – Dr. Vikesland or Dr. Knocke

 GEOTECH – Dr. Rodriguez

 SEM – Dr. Roberts-Wollmann

 TISE – Dr. Heaslip

 CEM – Dr.Garvin