



## MEMORANDUM

DATE:

TO: Division of Graduate Studies

FROM: , Dean/Department Head  
Program/Department

RE: GE Level II Recommendation

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is a regularly enrolled doctoral student who meets one of the following requirements:

- Completion of 45 credits toward their doctoral degree
- Completion of a qualifying exam or equivalent milestone toward their doctoral degree

Therefore, I am recommending that they be appointed as a Graduate Employee Level II.