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4 **Thesis/Dissertation Proposal Notification Email to Faculty:**
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6 *“Dear faculty and members of the department,*

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8 *I have completed the thesis proposal for my [M.S.] [Ph.D.] degree entitled "xxx". A hard*
9 *copy of the proposal is available for perusal in the department office (Heroy 204), as*
10 *required by the Department of Earth Sciences Graduate Student Protocol. If you are*
11 *interested in my project, please read my thesis proposal. If you have any objections*
12 *about this thesis proposal and this research project, as required by the department*
13 *protocol, please put your objections in writing addressed to the chair of the department*
14 *within one week of this date: LIST DATE.”*
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17 **Qualification Exam Notification Email to Faculty:**
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19 *“Dear faculty and members of the department,*

20
21 *I have completed the thesis/dissertation proposal for my [M.S.] [Ph.D.] degree entitled*
22 *"xxx" and am prepared to sit for my qualification exam. A hard copy is available for*
23 *perusal in the department office (Heroy 204), as required by the Department of Earth*
24 *Sciences Graduate Student Protocol. If you are interested in my project, please read my*
25 *thesis/dissertation proposal and I invite you to attend by qualification exam in room (xxx)*
26 *on (date) at (time).*
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29 **Thesis or Dissertation Defense Notification Email to Faculty:**
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32 *“Dear faculty and members of the department,*

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34 *I have completed the thesis/dissertation for my [M.S.] [Ph.D.] degree entitled "xxx". A*
35 *hard copy is available for perusal in the department office (Heroy 204), as required by*
36 *the Department of Earth Sciences Graduate Student Protocol. If you are interested in my*
37 *project, please read my thesis/dissertation and I invite you to attend by defense in room*
38 *(xxx) on (date) at (time).*
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