TO: Professor [Grad Chair Name]

 ME Graduate Program Chair

FROM: [Committee Chair Title and Name]

DATE: [DATE]

SUBJECT: Dissertation Proposal Exam for [Student Name]

A dissertation proposal exam was held on [Date of DPE] to discuss the proposed doctoral thesis research for [Student Name].

The committee members listed below were all present, agreed that the proposed thesis topic was suitable, and agreed to serve on the dissertation committee.

Dissertation Committee:

Chair: 1. [Full name, Title, Department]

Members: 2. [Full name, Title, Department]

 3. [Full name, Title, Department]

 4. [Full name, Title, Department]

Committee Chair(s) Signature: