Paul J. Ragogna  
Associate Chair (Graduate)  
Department of Chemistry

Re: Third Year Report summary for [Enter Student Name]

Dear PJR,

On Friday [Enter Date] [Enter Student Name] presented [his/her] third year report to their committee. During this meeting [she/he] outlined the many advancements made during [his/her] [enter number of years] years at Western in the area of [Enter sentence or two of what they were working on. Could include thesis title etc.] During this meeting it was also confirmed that [she/he] has met all requirements for the Ph. D. program in terms of her class work and other departmental responsibilities.

[Enter short 3-4 sentence paragraph on the positive aspects as discussed by the advisory committee]

[Enter short paragraph on negatives/cautions for thesis completion as discussed by the advisory committee]

[Enter Student Name] has been given the go ahead by [her/his] committee to complete [her/his] thesis as proposed with a tentative submission date of [Enter month/year].

Sincerely,

[Supervisor Name]

______________________  
Professor [Name 1]  
Examining Committee

______________________  
Professor [Name 2]  
Examining Committee

c.c.  Darlene McDonald  
[Student Name]