

# Memorandum

**School of Health Administration**

TO: Director, School of Health Administration

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJ: **Selection of Graduate Committee Chair**

I respectfully request that the following graduate faculty be appointed as the Chair of my Graduate Comprehensive Exam Committee.

\_\_\_\_\_, \_\_\_\_\_  
Print Faculty Name Signature of Faculty Member

I expect to take my comp exams during [ ] Fall [ ] Spring, 20 \_\_\_\_.

I expect to graduate [ ] Fall [ ] Spring [ ] Summer, 20\_\_\_\_.

Student's Address: \_\_\_\_\_  
street  
\_\_\_\_\_  
city state zip

Student's Phone #: ( ) \_\_\_\_\_ Work Phone #( ) \_\_\_\_\_

**Texas State email:** \_\_\_\_\_  
(important information will be emailed to your Texas State email address)

Approved: \_\_\_\_\_  
(Director Signature)