

Graduation Timeline Evaluation

Date: [Insert Date]

To: [Student's Name]

From: [Evaluator's Name]

Subject: Graduation Timeline Evaluation

Dear [Student's Name],

As part of the graduation requirements, we have conducted a thorough evaluation of your progress against the established graduation timeline. Below are the key areas assessed:

Evaluation Summary

- **Course Completion:** [Status]
- **Internship/Project Status:** [Status]
- **Capstone Requirements:** [Status]
- **Other Responsibilities:** [Status]

Recommendations

[Provide any recommendations or next steps for the student]

Next Steps

Please ensure that all outstanding items are completed by [Insert Deadline]. We are here to support you in achieving your graduation goals.

Best regards,

[Evaluator's Name]

[Title]

[Contact Information]