

**LETTER OF ACCEPTANCE - SAMPLE #1  
MUST BE ON SCHOOL LETTERHEAD AND CONTAIN THE SIGNATURE OF  
THE DEPARTMENT DEAN**

Date

Student Name  
Address  
City, State Zip

Dear Student:

Your application for admission to the Master of Education program at William Carey University has been reviewed. Your status is as follows:

XX Major: Elementary Education

XX You have submitted all necessary documents and meet all stated requirements. You are admitted to the program with **REGULAR** graduate status.

XX Dr. Mary Professor has been assigned as your advisor. Prior to completing nine (9) hours of graduate work, you will need to contact your advisor to complete a program of study plan. Completion of this program plan constitutes an application as a candidate for degree.

XX Please refer to and follow the guidelines in the current graduate catalog. You are responsible for information about academic standing, course loads, comprehensive examinations, time limitations, completing degree applications and other information in the catalog related to your program.

If you have any questions, please contact the Dean, School of Education.

Sincerely,

[signature]

Dean, School of Education

**LETTER OF ACCEPTANCE - SAMPLE #2  
MUST BE ON SCHOOL LETTERHEAD AND CONTAIN THE SIGNATURE OF  
THE DEPARTMENT DEAN**

Date

Student Name  
Address  
City, State Zip

Dear Student:

Congratulations! You have been granted **REGULAR** admission to a graduate program at Mississippi College.

Please refer to your Graduate Catalog regularly so that it may serve as a degree checklist. Admission to Candidacy will be granted when you successfully complete twelve hours here, maintain at least a “B” average, and have on file an acceptable standardized test score. All graduate students **MUST** maintain a 3.0 GPA on their first 12 hours of graduate work to continue pursuit of their desired Master’s degree program.

Please be assured of our willingness to work with you in any way that we may be of service. Your advisor should be consulted regularly for assistance in scheduling classes, meeting program deadlines, and in any other general way where he/she may help expedite your program. Best of luck!

Sincerely,

[signature]

Dean, School of Education

Your Current Degree Program  
Your Appointed Advisor  
Your Advisor’s Office/Phone  
Your Required Test

Master of Education – Elementary  
Dr. Mary Professor  
Education Hall, Room #999, 601-999-9999  
Praxis scores have been approved