Dear Director of Undergraduate Studies or departmental advisor:

Please inform the Multidisciplinary Studies (MTD) program when this student has satisfied the Upper Division Writing Requirement in your department, following the rules and requirements defined by your department for your own majors. You are welcome to use this form or your own departmental form or a simple e-mail message, whichever is most convenient for you. This should be signed by the Director of Undergraduate Studies or other departmental representative, not the individual professor for whom the student wrote the paper. There is no need to send the student’s term paper itself to the MTD office.

___________________________________  ___________________________________
name of student                        ID number

This student has submitted material satisfactory in quality and quantity to fulfill the Upper Division Writing Requirement as established for majors in this department.

___________________________________  ___________________________________
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