XX/XX/202X

**MEMORANDUM**

SUBJECT: Skill Verification for NAME Sac State ID:

This letter confirms the study of NAME at California State University, Sacramento from XX/XX/20XX to XX/XX/20XX. NAME has been awarded Master of Science in Computer Engineering from California State University, Sacramento in Jan 20XX.

NAME acquired knowledge and practice in the subjects listed below through the Master’s degree program and specifically in the courses documented in his/her/their transcripts:

* **Skill 1: xxx**
  + Course number: CSC/CPE xxx
  + Course name: xxx
  + Semester taken: Fall/Spring xxx
* **Skill 2: xxx**
  + Course number: CSC xx
  + Course name: xx
  + Semester taken: Fall/Spring xxx

INSTRUCTIONS: For each skill that you hope to verify, please list the corresponding courses in which you think you’ve obtained the skills. Please use the formatting used on the template. Not doing so will cause the form to be sent back for completion.

Per the long standing program practice, skills can be approved only if they appear in the course catalog description. *Any skill NOT found in the course description will be denied.*

If the catalog description does not contain the skills you hope to verify, please provide supporting materials (syllabus, assignments) to show that the skills are taught, or you can contact the instructor to get verification confirmation from them, and then forward the confirmation to Dr. Sun.

Please find the course catalog description in this link: <https://catalog.csus.edu/colleges/engineering-computer-science/engineering-computer-engineering/ms-in-computer-engineering/>