**Official Letterhead Distribution**

**Graduate Student Usage**

The following usage policy was adopted by the School of Engineering Graduate Program and Department Chairs on April 8, 2019:

**Acceptable Usage**

**The following reflects acceptable practices for the distribution / dissemination of official School of Engineering letterhead to engineering graduate students:**

* SoE graduate students should ask their advisor for approval
* Requests should be provided
* The use of letterhead must only be for LEGITIMATE SoE business
* Letterhead content must include their title (e.g., TA, GSR)
* Outbound letter must be in PDF format
* Graduate Students must copy (or bcc) their advisor on the outbound email