



August 12, 2013

Anne Anderson
PO Box 934
Safety Harbor FL 34695--093

Dear Anne,

Congratulations on your admission to doctoral candidacy. Reaching this milestone is a major accomplishment and one that you should be proud of. Your candidacy is effective as of 7/26/2013, and you may register for dissertation hours next semester.

As you make progress on your dissertation, I want to remind you of several Office of Graduate Studies policies:

- As you begin work on the dissertation, please go to the Office of Graduate Studies thesis and dissertation website <http://www.grad.usf.edu/thesis.asp> and familiarize yourself with the university requirements. Included on the website is information about formatting the dissertation and requirements for the format check and dissertation submission.
- You must maintain continuous enrollment during the entire period of candidacy. For additional details on this policy please visit <http://www.grad.usf.edu/catalog.php> on our website.
- Your degree must be completed within seven (7) years from your original date of admission if you entered the program after Fall 2011. If you entered the program between Fall 2007 and Summer 2011 you have eight (8) years to complete all of the degree requirements from your original date of admission. If you entered the program prior to fall 2007, you have ten (10) years to complete all of the degree requirements from the original date of admission. Please refer to the graduate catalog for additional information about doctoral degree time limits.
- If extraordinary circumstances prevent you from being continuously enrolled and making progress on your degree, you may request a leave of absence for up to two years. Your major professor, the department, College, and the Dean of Office of Graduate Studies must approve this request in advance. If a leave of absence is granted for 3 semesters or more, prior to your return you must email the Registrar's office for a reappointment time (see LOA form instructions) and submit a "Re-Admission to Candidacy form" to the University Office of Graduate Studies (forms are available on the Office of Graduate Studies web site noted above).

If you have any questions, please contact your department, college graduate office, or Office of Graduate Studies.

I wish you success as you complete your degree. Earning a doctorate is a major achievement, and one that we all look forward to celebrating at your graduation.

Sincerely,

A handwritten signature in black ink that reads "Dwayne Smith". The signature is written in a cursive, flowing style.

Dwayne Smith, Ph.D.
Senior Vice Provost for Faculty Affairs & Dean, Office of Graduate Studies

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