



**Sample Letter from Advisor or Chair for Applicants applying under Option 1,
Graduate-level thesis, capstone, or dissertation requirements of a college or university**

Orange County Public Schools (OCPS) requires an official letter of proposal approval from the research applicants' advisor or committee chair. While we prefer that it is on college or university letterhead, an email will also be accepted. Below is an example of what information we expect to see in this letter. You can copy this and use it as a template or you and your advisor may choose to use another format, but the same information is required.

This letter will assure OCPS that the research topic and plan have been reviewed. We are unable to continue the review of an application until the study proposal approval letter is submitted.

Graduate Letter Template

To Whom it May Concern:

My name is _____, and I am writing to let you know that my advisee, _____, has been approved by [Name of University] to begin their research study. I have approved the proposal [title or chapters], including measures and overall study design, and found it to be acceptable.

Regards,

[Name of Doctoral Chair/ Advisor]