



TEXAS TECH UNIVERSITY

Department of English™

22 April 2009

To Whom It May Concern:

Students in Texas Tech's online doctoral program in technical communication and rhetoric are required to be in Lubbock, Texas, the final two weeks of May each year. This May Workshop is mandatory. Furthermore, this is a scheduled event, one that has inflexible dates due to campus graduation (before) and the start of the summer courses (after).

Please excuse the students in this program if they ask for absences from meetings, as this event is a critical part of their education.

If you have any questions about this program, this required workshop, or anything else regarding the student in question, please don't hesitate to ask.

Sincerely yours,

Joyce Locke Carter

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