

From: [Harms,Brenda](#)
To: [Milan,Jordan](#); [Weissenburger,Jacalyn](#)
Subject: RE: Letter to Students - October 2017
Date: Friday, October 20, 2017 9:56:22 AM
Attachments: [image001.png](#)

You are right Jordan – we don't need to commit to a window of time here – best to just leave that off. Brenda

From: Milan,Jordan
Sent: Friday, October 20, 2017 8:30 AM
To: Harms,Brenda <bharms1@uwsuper.edu>; Weissenburger,Jacalyn <jweissen@uwsuper.edu>
Subject: RE: Letter to Students - October 2017

Good Morning –

We'd want to make sure whatever window of time we're providing is actually going to be doable for every suspended program. If we want to avoid potentially painting ourselves into a corner, that could be a one-on-one discussion with an advisor instead of a blanket statement. If we do want to add a timeframe, my suggestion would be to add that in letter from advisement and keep the Provost letter more generic.

The letter looks good, Jackie. My only addition would be to add the time for the student forum on 11/3, maybe the exact location within the YU as well for clarity.

-j-

JORDAN MILAN
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University Marketing and Communications Office
Old Main 314 / PO Box 2000 / Superior WI 54880
715-394-8213 / uwsuper.edu



From: Harms,Brenda
Sent: Thursday, October 19, 2017 4:37 PM
To: Weissenburger,Jacalyn <jweissen@uwsuper.edu>; Milan,Jordan <jmilan@uwsuper.edu>
Subject: RE: Letter to Students - October 2017

Jackie –

I'm wondering if we need to give a window of time for students to complete their program.... Committed to helping you complete your program of study within the next 4 years (which would

actually give a current freshman a full 5 years to complete....).... Just a thought – I may be complicating this.

Brenda

From: Weissenburger, Jacalyn
Sent: Thursday, October 19, 2017 4:32 PM
To: Harms, Brenda <bharms1@uwsuper.edu>; Milan, Jordan <jmilan@uwsuper.edu>
Subject: RE: Letter to Students - October 2017

Jordan and Brenda,

Thanks for suggested edit, Brenda. Your wording makes perfect sense.

The letter that went out to students was individualized for each student in the suspended programs. It was sent out by Liz Blue, our previous dean. We may want to use some of that wording for our individualized letters.

For example,

Dear **Student First Name**,

I am writing to you as a graduate student of the **Name of Specific Program**. You have been identified as a student in “good standing,” which means you are a declared major who has been enrolled in your graduate program at some point during the past calendar year. I am sorry to have to inform you that your program was selected for suspension. The University has a moral and legal obligation to you, as a student in good standing, to give you an opportunity to complete your degree. You will have three years to complete your program (completion by December 27, 2017).

Please contact your program chair, Dr. **So and So**, if you have any questions about how to proceed and work through this process. My best wishes to you in completing your degree.

Sincerely yours,

Elizabeth Twining Blue

Jackie Weissenburger, Ph.D.
Interim Provost/Vice Chancellor for Academic Affairs
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University of Wisconsin-Superior
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From: Harms, Brenda
Sent: Thursday, October 19, 2017 4:22 PM

To: Weissenburger, Jacalyn <jweissen@uwsuper.edu>; Milan, Jordan <jmilan@uwsuper.edu>
Subject: RE: Letter to Students - October 2017

Jackie –

In the second sentence would you consider changing the word admitted student to current student..... we have students admitted for Fall 2018 and I just wouldn't want there to be any confusion on who we are seeing through to completion.

Other than that I would get Jordan's thoughts but that was the only thought I had.

Jordan – Jackie had no luck with an actual communication to students from the last time so I'm guessing we are building these out from scratch.

Brenda

From: Weissenburger, Jacalyn
Sent: Thursday, October 19, 2017 3:54 PM
To: Harms, Brenda <bharms1@uwsuper.edu>; Milan, Jordan <jmilan@uwsuper.edu>
Subject: Letter to Students - October 2017

Brenda and Jordan,

I put together a draft of a letter to students. See attached. Please read and provide guidance on the wording.

Thanks!

Jackie