

## Claire Pettit Arabie

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**From:** Dr. Mary Farmer-Kaiser <kaiser@louisiana.edu>  
**Sent:** Monday, February 11, 2019 1:20 PM  
**To:** Dawn Benoit  
**Cc:** Pierre R Viguerie; Claire Pettit Arabie; laura colligan; Katie L Landry  
**Subject:** Re: Updated Email Templates for RN to BSN and MBA Communication Plans  
**Attachments:** UL Email Templates--comments (Grad School, 2019.02.11).docx

**Importance:** High

Dawn,

Please find attached our feedback. The most substantive revisions needed come where they refer to official transcripts. Let me know if you have any questions about the notations.

Mary

Mary Farmer-Kaiser, Ph.D.  
Dean of the Graduate School  
Professor of History  
University of Louisiana at Lafayette  
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**From:** "Dawn Benoit" <dawn.benoit@louisiana.edu>  
**To:** "Farmer-Kaiser Mary - Dean of the Graduate School, Dean of Graduate School" <C00001015@louisiana.edu>, "Andrea Laxey" <andrea.laxey@louisiana.edu>, apryl@louisiana.edu, "Pierre R Viguerie" <prv8157@louisiana.edu>  
**Cc:** "Claire Pettit Arabie" <claire@louisiana.edu>, "laura colligan" <laura.colligan@louisiana.edu>, "Hurst Helen - Assoc Professor, Baccalaureate Nursing" <C00252781@louisiana.edu>, "Weaver Annette - Dir Of Nursing Student Svcs, Baccalaureate Nursing" <C00250475@louisiana.edu>  
**Sent:** Wednesday, February 6, 2019 9:48:07 AM  
**Subject:** Updated Email Templates for RN to BSN and MBA Communication Plans

Based on your past review of the communication plans in place with AP for our RN to BSN and MBA programs, you have seen the email templates they use to communicate with our students, and that templates of the emails that come directly from us to the students are included too. They have updated some of the emails they send directly to students on our behalf, and would like feedback on any changes we require so that these new templates can be incorporated into our process review meeting on 2/20/19.

When you review the attachment, please note that MBA and RN to BSN templates are both included in the same document. The program designation is noted in the blue title of each template. Emails we send are also included so if any recent edits were done to our emails, we can update those as well.

Please let me know if you have any questions, and thank you,

Dawn Benoit  
Program Manager  
Office of Distance Learning  
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