

Subject: Reminder: L&S Graduate Support Guarantees

Date: Tuesday, January 18, 2022 at 2:26:19 PM Central Standard Time

From: Lynne Prost

To: ls-chairs-all@g-groups.wisc.edu, ls-dept-admins@g-groups.wisc.edu

To: L&S Department Chairs, Directors and Department Administrators

ACTIONS REQUESTED:

- Forward this email to colleagues in your department involved in graduate program admissions.
- Modify the offer letter for your graduate program(s) to follow the new [L&S template](#).
- Fill out the [survey](#) with basic information about your graduate program's recruiting plans and upload your new offer letters before letters are sent to prospective students, or at the latest by Tuesday, March 1.
- Use the new offer letters for recruiting after L&S review and approval.

Dear Colleagues,

This is a reminder that all graduate programs housed in L&S departments have been asked to use the new L&S support guarantee offer letter template for Fall 22 recruitment. The template letter may be modified to articulate program specific details.

If you have not yet done so, please submit your new letters along with a very short survey about your graduate program recruitment information by **March 1**. Please allow four business days for review, and please do not send out support guarantee offer letters until your new letters have been reviewed and approved.

In future years, you will be asked to submit your offer letters for review and approval if substantial modifications are made.

More information, template letters, and a link to the survey may be found at this [KB](#).

Please contact me if you have any questions.

Thanks,
Lynne

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