

Emails – 2014-2015 UW UNDERGRADUATE Degree Recipients

Email 1 – March 17

From: Ed Taylor [edtaylor@uw.edu]
Sent: Thursday, March 17, 2016
To: [Contact Name, Contact Email]
Subject: Improving UW programs

Dear [Firstname Lastname],

As the Dean and Vice Provost for Undergraduate Academic Affairs (UAA) at the UW, I know how valuable student feedback is to the work we do. Our goal in UAA is to advocate for the best possible undergraduate learning experiences for every one of our students. In order to be a strong advocate, my office seeks and uses information from students on every aspect of their experience here. One of the ways we gather information is through the UW Alumni Survey.

Early next week, Nana Lowell in the Office of Educational Assessment will send you a link to the *UW Undergraduate Degree Alumni Survey* and a request to complete it. I am writing to ask you to please complete that survey.

Information from the survey will be compiled and returned to academic programs in such a way that responses of individual alumni cannot be identified. Your reflection on your undergraduate experience matters not only to all of us at UW right now but also to students who will come to the UW in the years ahead. This is a critical way that you can influence the quality of the education we provide here at the UW.

Thank you in advance for sharing your experience with us. Look for that email from Nana in the coming week, and all the best to you as you move forward into the next part of your lives.

Warm regards,
Ed Taylor

Ed Taylor

Vice Provost and Dean
Undergraduate Academic Affairs

W UNIVERSITY of WASHINGTON

Email 2 – March 24

From: Nana Lowell
Sent: Thursday, March 24, 2016
To: [Contact Name, Contact Email]
Subject: UW Undergraduate Degree Alumni Survey

Dear [Firstname Lastname],

First, let me congratulate you on receiving your [degree type] degree from the University of Washington. As a UW graduate myself, I can tell you that both the tangible and intangible benefits of that degree will reach far into your future.

Our office is tasked with helping to maintain the value of a UW degree by providing information to departments to improve their academic programs. Having recently completed a UW degree, you have the best perspective on how they can do that.

We're hoping that you might be willing to complete a short (5-10 minute) survey. I know you're overrun with surveys but this one is important – what you tell us will be used by academic departments to review and make changes to their programs. Follow this link to

[TAKE THE SURVEY](#)

To thank you for your help, we will enter all alumni who submit a survey (whether completed or not) in a drawing for a **\$100 Amazon gift card**. The drawing will take place on May 5, and winners will be notified by email.

Responses to this survey are voluntary and confidential. You may leave any question(s) blank. What you tell us will not be reported individually and cannot affect your UW record in any way. If you don't want to complete the survey, simply [unsubscribe](#) and you will not receive follow up reminders.

Good luck with your post-UW endeavors, and I hope to hear from you soon!!

Warm regards,
Nana Lowell

Nana Lowell

Director
Office of Educational Assessment | Undergraduate Academic Affairs

430 Roosevelt Commons B, Box 354987
4311 11th Ave NE, St. 430, Seattle, WA 98195-4987
206.543.9956 fax 206.543.3961

 UNIVERSITY of WASHINGTON

Email 3 – March 29

From: Nana Lowell
Sent: Tuesday, March 29, 2016
To: [Contact Name, Contact Email]
Subject: UW Undergraduate Degree Alumni Survey

Dear [Firstname Lastname],

We recently asked if you would complete a short (5-10 minute) questionnaire to help improve UW academic programs. We're still hoping that you will be able to do that.

This survey is important. It is one of the primary ways UW academic departments get feedback from the people who know them best – their graduates. I hope you can help us by following this link to

[TAKE THE SURVEY](#)

To thank you for your help, we will enter all alumni who submit a survey (whether completed or not) in a drawing for a **\$100 Amazon gift card**. The drawing will take place on May 5, and the 10 winners will be notified by email.

Responses to this survey are voluntary and confidential. You may leave any question(s) blank. What you tell us will not be reported individually and cannot affect your UW record in any way. If you don't want to complete the survey, simply [unsubscribe](#) and you will not receive follow up reminders.

I hope things are going well for you and that we'll hear from you soon!!

Warm regards,
Nana Lowell

Nana Lowell

Director
Office of Educational Assessment | Undergraduate Academic Affairs

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 UNIVERSITY of WASHINGTON

Email 4 – April 5

From: Nana Lowell
Sent: Tuesday, April 5, 2016
To: [Contact Name, Contact Email]
Subject: UW Undergraduate Degree Alumni Survey

Dear [Firstname Lastname],

If you have the time, we would still very much like to hear from you regarding your experiences at the UW. Your perspective is especially important in helping UW improve its academic programs and services. I hope you will be able to help us – you can follow this link to

[TAKE THE SURVEY](#)

To thank you for your time, we are entering all alumni who submit a survey (whether completed or not) in a drawing for a **\$100 Amazon gift card**. The drawing will take place on May 5, and the 10 winners will be notified by email.

Responses to this survey are voluntary and confidential. You may leave any question(s) blank. What you tell us will not be reported individually and cannot affect your UW record in any way. If you don't want to complete the survey, simply [unsubscribe](#) and you will not receive follow up reminders.

I hope things are going well for you and that we'll hear from you soon!!

Warm regards,
Nana Lowell

Nana Lowell

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Office of Educational Assessment | Undergraduate Academic Affairs

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W UNIVERSITY of WASHINGTON

Email 5 – April 12

From: Nana Lowell
Sent: Tuesday, April 12, 2016
To: [Contact Name, Contact Email]
Subject: UW Undergraduate Degree Alumni Survey

Dear [Firstname Lastname],

This is our fourth (and last!!) request that you complete the UW Alumni Survey regarding your experiences at the UW. If you haven't had a chance to respond, and are willing to do so, we would very much like to hear what you have to say. Please help improve UW academic programs and services – follow this link to

[TAKE THE SURVEY](#)

Remember, everyone who submits a survey (whether completed or not) will be entered in a drawing for a **\$100 Amazon gift card**. The drawing will take place on May 5, and the 10 winners will be notified by email.

Responses to this survey are voluntary and confidential. You may leave any question(s) blank. What you tell us will not be reported individually and cannot affect your UW record in any way. If you don't want to complete the survey, simply [unsubscribe](#) and you will not receive follow up reminders.

We hope to hear from you!!

Warm regards,
Nana Lowell

Nana Lowell

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Office of Educational Assessment | Undergraduate Academic Affairs

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