
Re: Notice of absence // Hanah F. Mills - 801722981

From Webb, Dee Dee <deedee.webb@wku.edu>

Date Thu 10/16/2025 10:27 AM

To Logsdon, Jeremy <jeremy.logsdon@wku.edu>; Paganelli, Andrea <andrea.paganelli@wku.edu>

This sounds good. Thank you for the feedback.

From: Logsdon, Jeremy <jeremy.logsdon@wku.edu>

Sent: Wednesday, October 15, 2025 7:51 PM

To: Webb, Dee Dee <deedee.webb@wku.edu>; Paganelli, Andrea <andrea.paganelli@wku.edu>

Subject: RE: Notice of absence // Hanah F. Mills - 801722981

Dee Dee,

This one is a little tricky, and this is my suggestion on this one. Since Emmeline is saying that her doctors have recommended she return to class on October 20th, I probably would not require anything be due before then. HOWEVER, you are very correct in that if she starts off a week behind in a class starting on October 13th, her life will be more difficult.

The email from Emmeline says that the email is meant to start a conversation. If this were a full semester class, I'd recommend we wait for Hannah to start the conversation, but since class just started, I would recommend you email first. I'd CC Emmeline on the email as well, and please feel free to BCC Andi and I on the email as well. My response would be something along the lines of, "I'll honor the doctor's recommendation that you not begin class until October 20th, but since this class just began on October 13th and we are entirely an asynchronous web course, I would encourage you to start working on module 1 as soon as you can. However, I will let you have until October 24th to submit Module 1, but also note that Module 2 which will be due on that date as well."

That's my recommendation; while a doctor's note may encourage us to allow a bit of leeway with due dates, we also can't risk her being one week behind (at best) for the entire semester, so her first week in class, she'll just have to pull double duty.

Jeremy

From: Webb, Dee Dee <deedee.webb@wku.edu>

Sent: Wednesday, October 15, 2025 6:27 PM

To: Logsdon, Jeremy <jeremy.logsdon@wku.edu>; Paganelli, Andrea <andrea.paganelli@wku.edu>

Subject: Fw: Notice of absence // Hanah F. Mills - 801722981

See below. I haven't emailed the student yet but wanted to get some guidance before reaching out. Since this class's first assignment isn't due until this Friday, I thought I'd suggest to the student that I can extend the due date to Sunday the 19th for the first assignment, especially since this week will be a rather easy assignment as well. Due to the nature of the class, I just feel like any additional time would cause her to fall farther behind.

Let me know if you feel this is a fair course of action. Thanks for any input.

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From: Dean of Students/AVP for Student Affairs <deanofstudents@wku.edu>

Sent: Wednesday, October 15, 2025 6:03 PM

To: Groves, Chris <chris.groves@wku.edu>; Quevillon, Timothy <timothy.quevillon@wku.edu>; Webb, Dee Dee <deedee.webb@wku.edu>; Plumlee, Leslie <leslie.plumlee@wku.edu>; Wilson, Catherine <catherine.wilson@wku.edu>; McCurry, Matthew <matthew.mccurry@wku.edu>

Cc: Mills, Hanah <hanah.mills734@topper.wku.edu>

Subject: Notice of absence // Hanah F. Mills - 801722981

Good evening,

I hope this email finds you well. I am reaching out on behalf of Hanah F. Mills – 801722981. I spoke with Hannah today, and she informed me that she has been very sick lately, which has resulted in her being absent from class beginning on **October 8**. Attached, you will find her doctor's excuse. The note allows her to return to school on October 13; however, due to additional complications, her doctors have recommended that she return to class on **October 20**. This email is meant to start or continue the conversation between the student and each of you to discuss next steps. Below is a copy of her course schedule for reference.

CRN	CourseID	Course Title	Hours	Days	Time	Date	Location	Instructor	Syllabus	Src
52270	GEOL 103 -001	OUR DYNAMIC PLANET	3.00	TR	9:35 am - 10:55 am	08/18- 12/11	EST 0260	Christopher G. Groves	Yes	RW
51647	HIST 241 -002	UNITED STATES SINCE 1865	3.00	MWF	10:20 am - 11:15 am	08/18- 12/11	GH 0247	Timothy R. Quevillon	N/A	RW
51112	LME 448 -741	TECHNOLOGY APPS IN EDUCATION	3.00		TBA	10/13- 12/08	WEB	Dee Dee A. Webb	N/A	RW
38828	MATH 308 -001	RATIONAL NUM/DATA FOR TEACHERS	3.00	TR	11:10 am - 12:30 pm	08/18- 12/11	COHH 3125	Leslie F. Plumlee	Yes	RW
46700	MUS 314 -700	COMP ARTS ELEM TEACH	3.00		TBA	08/18- 12/11	WEB	Catherine M. Wilson	Yes	RW
39514	MUS 347 -501	MARCHING BAND	2.00	MWF	3:15 pm - 5:15 pm	08/18- 12/11	MH 0103	Matthew J. McCurry	Yes	RE

Please let me know if you have any questions.

Sincerely,

Emmeline Essler (she/her/hers)

Student Success Coordinator

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