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NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC  
11250 ROGER BACON DRIVE, SUITE 21  
RESTON, VIRGINIA 20190  
TELEPHONE (703) 437-0700  
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February 7, 2002

Apr. 23-24, 2003

Richard D. Sjoerdsma  
Chair, Department of Music  
Division of Fine Arts  
Carthage College  
Kenosha, WI 53140-1994

563 588-6412  
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~~(408) 421-2389~~

Dear Professor Sjoerdsma:

This is to advise that we have invited Sister Catherine Hendel, B.V.M., and ~~Professor Robin Koozer~~ to serve as chair and member, respectively, of the official NASM evaluation team to visit your campus. While we have requested that these individuals contact you to confirm availability for the visit, we would advise that it is equally important that you contact them at the earliest possible time to initiate and finalize visit details.

Please advise us of the visitation dates on the enclosed "Notice of Visitation Dates" form when these arrangements have been finalized.

For further information or assistance, please contact the National Office.

With best regards, I remain

Sincerely yours,

Samuel Hope/CH

Samuel Hope  
Executive Director

s.hope@  
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SH:ch  
Enclosure

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TELEPHONE (703) 437-0700

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February 22, 2002

Richard D. Sjoerdsma  
Chair, Department of Music  
Division of Fine Arts  
Carthage College  
Kenosha, WI 53140-1994

Dear Professor Sjoerdsma:

Pursuant to our letter of February 7, 2002, we have received word that Professor Robin Koozer is unable to serve on the NASM evaluation team to Carthage College. Therefore, this is to advise that we have invited Professor C. Lynn Wheeler to serve as team member. While we have requested that Professor Wheeler contact you to confirm availability for the visit, we would advise that it is equally important that you contact him at the earliest possible time to initiate and finalize visit details.

By copy of this letter, we are notifying Sister Catherine Hendel of these arrangements.

Please do not hesitate to contact us if we may provide further information or assistance.

With best regards, I remain

Sincerely yours,

*Samuel Hope/CH*

Samuel Hope  
Executive Director

SH:ch

cc: Sister Catherine Hendel, B.V.M.

*lwheeler@psc.edu*