

Enhancing Student-Faculty Communication

Email templates for students

Developed by Kevin Harris at Chippewa Valley Technical College

Chippewa Valley Technical College developed the following email templates to encourage and facilitate students in reaching out to instructors for support and/or flexibility around deadlines. For additional strategies to support students, see the Practice Insights to Advance Racial Equity in Online Postsecondary Career and Technical Education: Lessons from the CTE CoLab report in the Research section of the [CTE Toolbox](#).

Struggling With an Assignment (No Errors)

Hello *Instructor*,

I'm struggling with *assignment name*. Right now, I'm trying to *current goal*. I'm not seeing any error messages.

So far, I've tried *what you've done so far*, but I haven't succeeded. Would you mind taking a look? I've attached my assignment to this message.

Thank you,

Your name

Struggling With an Assignment (With Errors)

Hello *Instructor*,

I'm struggling with *assignment name*. Right now, I'm trying to *current goal*. I didn't have any problems with the previous steps.

So far, I've tried *what you've done so far*, but I haven't succeeded. I'm receiving an error message that I don't understand. I think it means *your best guess*. Would you mind taking a look? I've also attached my assignment to this message.

Thank you,

Your name

Requesting an Extension Due to an Emergency

Hello *Instructor*,

I've just learned that *emergency*, and I don't think I'll be able to complete *assignment name(s)* on time. Would it be possible to submit by *the date you'll be able to submit the assignment(s)*?

Thank you for your consideration,

Your name

Requesting an Extension Due to a Planned Event

Hello *Instructor*,

I'm going to be unavailable on *day(s)* due to *event*. Is it possible to receive an extension for *assignment name(s)*? I don't believe I'll be able to complete *it/them* until *the day you'll be able to complete them*. I'm working ahead and will be able to complete the other assignments ahead of schedule.

Thank you for your consideration,

Your name