

Subject: Changes to {YOUR COURSE NAME} due to campus coronavirus response

By now you are aware of the University's decision to keep our community as healthy as possible by extending the spring break period by one week and suspending in-person courses, to be replaced by online class sessions for the remainder of the semester. If you missed those announcements from Chancellor Martin and Dean McKay earlier today, please read them [right away and in full](#) {THIS HYPERLINKS TO THE MARCH 11th COMMUNICATION FROM CHANCELLOR MARTIN – YOU MAY WANT TO UPDATE IT IF NEW COMMUNICATION BECOMES AVAILABLE}.

What does this mean for the remainder of {our course}?

Instructors learned of this decision at the same time you did, so we are now working to figure out the best way to deliver course content online. We're excited to see what's possible, but also want you to understand that this is new territory for us and we will undoubtedly make mistakes along the way. Thanks in advance for your patience, and hopefully you'll see improvement each week.

We will provide you with specific details about accessing the course by Monday, March 23.

Of immediate concern, you may be wondering about {COURSE CONTENT OR ASSIGNMENTS}. These will {CONTINUE AS SCHEDULED/BE MODIFIED IN THE FOLLOWING WAYS} We expect that all groups will {deliver their presentations} online using technology options that will be provided to you soon. Please consider how this may affect your plans for the interactive/exercise portion of the presentation. You may need to adapt.

Please let us know if you have any questions. We will update you as new course information becomes available. Please watch for and read our e-mails in a timely fashion.

Sincerely,