### President's Memo to Students

ON INSTITUTIONAL LETTERHEAD OR VIA E-MAIL

**WE ENCOURAGE YOU TO TAILOR THIS MEMO TO MEET YOUR**

**INSTITUTION’S COMMUNICATION STYLE.**

Date: **[Date]**

To: Students

From: **[President]**

Subject: Community College Survey of Student Engagement(*CCSSE*)

Beginning next week, students in randomly selected classes at **[Institution]** and many other community colleges across the nation will have the chance to share their views by completing the Community College Survey of Student Engagement *(CCSSE)*. Survey items focus on how students spend their time, the nature and quality of their interactions with faculty members and peers, and what they have gained from their classes and other aspects of their college experience.

If you are in a class that is selected to participate in the survey, I encourage you to respond candidly. Your individual responses will remain confidential, but the results of this national survey will be important in helping **[Institution]** to examine our educational practices and identify ways that we can improve programs and services for students.

We appreciate your willingness to help us learn from yourexperience.

\* [XX] Indicates text to be inputted by Campus Coordinator