

Composing Emails to Professors

(adapted from Barrows, M., Newton, J., & Estep, E. (2012). Beyond Accommodations: Strategies for College Students with LD and ADHA. *The Association on Higher Education and Disability.*)

Asking for an update on your grade:

Subject: Grade

Suggested Email text: Dear Professor (insert professor's last name):

I am concerned about my grade in your class. So far, I know I have: (insert grades you know so far). Can you tell me what my grade is currently, and if I am missing any grades that you have given back? (note: be sure that you have checked Blackboard or other resources professor may use for the information)

If you have another way I can access my grade, can you please direct me to it? I'll make sure to check that place in the future.

Thank you,

(insert your name)

Asking for suggestions on raising your grade:

Subject: Grade

Suggested Email text: Dear Professor (insert professor's last name):

I am concerned about my grade in your class. I think I have (insert grade), and I would like to get (insert realistic grade) for the term. Is this grade possible?

Do you have recommendations about how I can increase my grade? Will there be opportunities for extra credit? If it's easier, I can meet with you during office hours or before/after class (note – check your schedule to make sure you CAN meet during those times). Please let me know what time would work best.

Thank you,

(insert your name)

Asking for a time to meet out of class for extra help:

Subject: Time to meet for extra help?

Suggested Email text: Dear Professor (insert professor's last name):

I am concerned about (insert what you're worried about: grade, upcoming test, presentation, etc.) Do you have time to meet with me (insert day/time before test, presentation, etc.) for me to get extra help?

Thank you,

(insert your name)

Asking for editing help on a paper or review of a project:

Subject: help with paper/project/assignment

Suggested Email text: Dear Professor (insert professor's last name):

I have been working on (insert assignment/paper/project), and I am hoping to get your input. I've attached (outline/draft/final project) to this e-mail. Do you have time to review it, and let me know your feedback?

If it's easier, I can meet with you during office hours or before/after class (note – check your schedule to make sure you CAN meet during those times). Please let me know what time would work best.

Thank you,

(insert your name)

Asking for the assignment when you're absent or when you don't have the assignment: (note: you should first check the syllabus, course website/Blackboard AND try to get the work from a classmate)

Subject: Assignment

Suggested Email text: Dear Professor (insert professor's last name):

I'm emailing you to find out the class assignment from today (I was absent, or I did not write it down during class). Can you tell me what the assignment is?

Thank you,

(insert your name)

Submitting work when you are absent: (note: before submitting work via e-mail, check the syllabus and any other resources where the professor's policies may be listed. Some professors specifically note that they do not accept work via e-mail (only in-person, or through Blackboard); keep this in mind if/when you are absent and need to submit work).

Subject: Absence/assignment

Suggested Email text: Dear Professor (insert professor's last name):

I will not be in class today (insert date). Attached, please find the assignment that is due today.

Thank you,

(insert your name)