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)