

HOW TO EMAIL YOUR PROFESSOR

Email etiquette for students



Emailing your professor can feel like an intimidating and confusing task. Refer to this resource when composing emails to communicate with faculty. We encourage you to schedule an academic coaching session should you need additional support in email management!

CHECKLIST BEFORE SENDING AN EMAIL!

- ✓ Did you use your American University address to email your professor? Do this to avoid having your email land in your professor's spam folder.
- ✓ Is your tone polite and respectful? Are you taking accountability and responsibility where needed?
- ✓ Did you proof read your email? Are your sentences complete, coherent, and without spelling errors?
- ✓ Are your attachments appropriate and correct? Did you reference your attachments in the body of your email?

ADDITIONAL TIPS

CHECK SYLLABUS

Professors include specific emailing and communicating instructions in their syllabi for two main reasons: personal preference and institutional rules. It's best to follow the syllabus as closely as possible regarding following proper email procedure.

REFLECT ON REASON

Determine whether your reasoning is appropriate enough to request an accommodation (such as illness, medical appointments that cannot be rescheduled, emergencies, lack of available tools to attend the class (for example: internet for online classes, transportation).

TIME MANAGEMENT

Make sure you email the professor ahead of time, meaning as soon as you know that you won't be in class or need an extension or an accommodation on your work. Prompt and timely communication show the professor that you respect their time as much as you respect your own.

EMAIL EXAMPLE: MISSING CLASS

INCLUDE CLASS CODE, SECTION AND BRIEF
DESCRIPTION OF SUBJECT HERE

SUBJECT: SIS 100-001, Missing Class on 3/23

BODY: Dear Professor Stewart,

ALWAYS ADDRESS YOUR PROFESSOR WITH A
STANDARD GREETING ("DEAR PROFESSOR...")

REMEMBER TO
INTRODUCE
YOURSELF AT
THE BEGINNING
OF YOUR EMAIL

I hope all is well with you. My name is Chloe Hayes, and I am currently enrolled in your SIS 100-001 course. I am writing to let you know that I am sick and will not be able to attend class later today.

I want to make sure that I don't miss any important information from today's lecture. Can I stop by your office hours or make an appointment with you to go over material that I miss from class today?

END YOUR EMAIL
WITH SOME
FORM OF
GRATITUDE AND
APPRECIATION

MAKE SURE THE
BODY OF YOUR
EMAIL CLEAR,
BRIEF AND TO-THE-
POINT

Thank you for your understanding.

Best regards,

Chloe Hayes
Student ID: 1234567

SIGN-OFF WITH A
COMPLIMENTARY CLOSE,
FOLLOWED BY YOUR AU ID

EMAIL EXAMPLE: REQUEST AN EXTENSION

INCLUDE CLASS CODE, SECTION AND BRIEF
DESCRIPTION OF SUBJECT HERE

SUBJECT: CORE 105-001, Request Extension for
Content Curiosity.

BODY: Dear Professor Ludwig,

ALWAYS ADDRESS YOUR PROFESSOR WITH A
STANDARD GREETING ("DEAR PROFESSOR...")

REMEMBER TO
INTRODUCE
YOURSELF AT
THE BEGINNING
OF YOUR EMAIL

I hope all is well with you. My name is Jorge Morales and I am currently enrolled in your CORE 105-001 course. As you may have noticed, I am behind on the first three assignments: Content Curiosity 1, 2 and 3.

WHEN ADDRESSING A
PROBLEM IN YOUR
EMAIL, FOLLOW THESE
STEPS:

1. EXPLAIN THE
SITUATION
2. EXPLAIN WHAT
YOU ARE DOING
TO ADDRESS THE
SITUATION
3. EXPLAIN YOUR
REQUEST IN HOW
THE PROFESSOR
CAN BEST
SUPPORT YOU

I have unfortunately been dealing with personal matters that have been affecting my academic performance. I am currently meeting with the Academic Coaching team, as well as my Academic Adviser, to address the issue.

I wanted to ask if it would be possible to receive an extension on all of my late work or complete any additional assigned work to improve my overall grade in the course. I am happy to meet with you to discuss this further if needed.

Thank you for your patience and understanding as I am navigating these matters.

END YOUR EMAIL
WITH SOME FORM
OF GRATITUDE
AND
APPRECIATION

Best regards,

SIGN-OFF WITH A
COMPLIMENTARY CLOSE,
FOLLOWED BY YOUR AU ID

Chloe Hayes
Student ID: 1234567

DISCLAIMER: YOU SHOULD ALWAYS FEEL FREE TO SHARE AS MUCH OR
AS LITTLE REGARDING YOUR OWN PERSONAL EVENTS AND SITUATIONS.
YOU ALWAYS HAVE THE RIGHT TO MAINTAIN PRIVACY AND
CONFIDENTIALITY WHEN CONVERSING WITH FACULTY.