

Guide for reaching out to your professors:

Communicating with professors can sometimes feel intimidating or difficult. However, professors want students to succeed in class just as much as a student does and they value hearing directly from their students. Therefore, it is important that you are in good communication with your professors regarding your absences. The best way to start effective communication is to talk to your professor in person, either by staying after class or going to their office hours. However, if talking in person is not an option, the next best way to communicate is via email.

- Begin your email with a professional greeting:
 - “Dear Professor [name], Good morning Professor [name], etc.”
- Identify yourself within the first sentence with your name, student ID number, and class/section/time that you are enrolled in.
- Address the absences, sickness, or circumstances that have resulted in you writing this email:
 - “I am reaching out as I have missed the past # of classes/the last exam”
- Explain your situation to the level that you are comfortable with:
 - “I have been struggling to get out of bed due to being sick which has caused me to miss the last # classes”
- Highlight the resources/interventions that you are now utilizing:
 - “I have started meeting with [Academic Wellbeing, Care Support Services, Counseling, Health Center] to help me through this difficult time, and feel better equipped to engage in class”
- Express gratitude to your professor and the options that they may be able to provide. Understand that professors will have differing responses based on their syllabus and class policies and any changes are at faculty’s discretion.
- Offer 2-4 times to meet where you can discuss options around continuing the class/making up missed work.

Additional Resources for emailing professors:

- <https://wmblogs.wm.edu/oaapeeradvising/how-to-write-an-effective-email-as-a-college-student/>
- <https://www.wm.edu/sites/neurodiversity/documents/hidden-rules-for-office%20hours.pdf>
- <https://www.wm.edu/as/wrc/newresources/handouts/email-etiquette.pdf>