



**ARRUPE  
COLLEGE**

## **E-mail Templates for when you are unsure how to draft an email to your professor or academic advisor.**

Although it may be a difficult and sometimes daunting task, it is important to develop a strong rapport and communication relationship with your faculty/professors here at Arrupe College. Each of the professors are here to ensure your success, and good/effective communication is a central component to nurturing and building a successful working relationship with the faculty and staff here at Arrupe. For this reason, we have created e-mail templates you can utilize when you're unsure how to compose an email to your professor or advisor.

*\*\*\* If you are interested in learning about the status of your semester grade, schedule a meeting with your professor(s) and ask for time to check in on your current academic status. It is important to keep track of your progress and it also is important to communicate to your professors that you are intentional and care deeply about your GRADES! \*\*\**

### **Subject Line: Meeting Request - Assignment Review**

Hello Dr. \_\_\_\_ (insert name) \_\_\_\_\_,

I hope this message finds you well. My name is \_\_\_\_ (insert name) \_\_\_\_\_ and I am a student in your \_\_\_\_ (insert class & section) \_\_\_\_\_ course. I was hoping that we could meet to discuss the \_\_\_\_ (assignment title) \_\_\_\_\_ assignment that's due on \_\_\_\_ (insert due date) \_\_\_\_\_.

Are you able to meet? I would like to ask some additional questions regarding the assignment as I prepare to complete it.

Thank you for your time and have a great day!

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*\*\*\* If you are interested in getting more feedback on the outcome of an assignment, OR you would like to get more details/information/questions answered regarding an assignment you are preparing to work on, schedule a meeting with your professor(s) and ask for time to review an assignment. These meetings help you gain more clarity as you prepare to complete assignments. Similarly, it communicates to your professors that you are intentional and care deeply about your GRADES! \*\*\**

### **Subject Line: Meeting Request – Review Grade**

*Created by: Johnnie L. Campbell,  
OAA Graduate Assistant*

Hello Dr. \_\_\_\_(*insert name*)\_\_\_\_\_.

I hope you've had a great week and that your day has gone well! My name is (*insert name*), and I am writing to request a meeting to review my academic status for the semester. Would you have some time (30 minutes, or so) where we could meet to discuss and review my grade? I would like to get a better understanding of my current standing as I'm preparing for \_\_\_\_ (*final exam, transferring, etc.*) \_\_\_\_.

At your convenience, please let me know a time that you would like to meet. I look forward to connecting!

Thank you and have a great day!

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*\*\*\* If you are absent from class for any reason, it is important that you email your professors and communicate with them your conflict(s). Keep in mind, most professors have a policy as it relates to attendance (at Arrupe and beyond at 4-year colleges). It is good to create a practice of good, proactive communication with your professors in general, but specifically as it relates to attendance challenges as well! \*\*\**

**Subject Line: (*insert date*) Class Absence**

Hello Dr. \_\_\_\_(*insert name*)\_\_\_\_\_.

I hope this email reaches you well. My name is (*insert name*) and I am a student in your (*insert class and section*) course. I am writing to inform you that I will be absent from class on (*insert date*). Unfortunately, I am unable to attend class due to (*insert conflict, time commitment of conflict and reasoning*).

I understand that I may miss important information due to this absence. If there is an opportunity to make up any work, or catch up on information I've missed, please let me know. Also, if there are any assignments due on the day that I miss class, please let me know if you would like me to turn these in earlier, or if I can be excused and afforded the opportunity to submit the assignment(s) late.

Thank you for your time and attention to this matter.

Have a great day!

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*\*\*\* If you know in advance that you will be late to class due to any reason (work, commitments, etc.), send your professor a note so that they are aware of your situation! It is always good to be proactive and intentional in the case of any conflicts that may keep you from or late to class! \*\*\**

**Subject Line: (*insert date*) Late to Class**

Hello Dr. \_\_\_\_(*insert name*)\_\_\_\_\_.

I hope you have had a great day thus far. My name is (*insert name*), and I am writing regarding class on (*insert date of class session*). Unfortunately, I will be (or “am running”) late to class because (*insert reasoning, conflicts... ex: Missed my train/bus, Work, Family commitment, etc.*).

My apologies for this inconvenience. I wanted to reach out to you to let you know of this situation. Also, I wanted to request any information that I may have missed due to tardiness. It is my intent to make up any work during the time I was not in class.

Please let me know if there is anything else I may need to make up for and thank you for your time and attention to this matter!

Have a great day!

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*\*\*\* Midterms are an extremely important semester milestone. It largely shapes what level of work you must commit to in a particular course to complete the semester with satisfactory academic progress. If you have questions or would like to meet with faculty concerning your academic standing at the midpoint of the semester, use this template as an approach to meet and talk to your professor(s)! \*\*\**

**SUBJECT LINE: Meeting Request – Midterm Grades Follow Up**

Hello Dr. \_\_\_\_(*insert name*)\_\_\_\_\_.

I hope you have been doing well. My name is (*insert name*) and I am a student in your (*insert class name and section*) course. I am writing to request an opportunity to meet and discuss my midterm grade status with you. If you have the availability, I would like to discuss (*insert subject matter, e.g., questions on assignments, questions on progress, approaches to make improvement, etc.*) at your convenience.

It is important to me that I am successful at Arrupe and in your class. Please let me know your thoughts as soon as possible.

Have a great day!

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*\*\*\* Connecting with your professor does not/should not mean that you only communicate with them in times of trouble. Perhaps there is a class you might really love! Or, there is professor who you have felt you have learned a great deal from, and you desire to continue learning with/from them. Use this template to inquire about ways you can further your development/learning/relationship building! \*\*\**

**SUBJECT LINE: Meeting Request – Participation in (*ex: Writing Fellows, Math Fellows, Professor’s Research, etc.*)**

Hello Dr. (*insert name*),

I hope that you have had an amazing week! My name is (*insert name*) and I am a student in your (*insert class name and section*) course. I am writing to request an opportunity to meet with you

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OAA Graduate Assistant

to discuss my interest(s) in (*insert activity, potential opportunity*). During my time at Arrupe, I have appreciated working with you. Also, I have developed a growing interest in this area, and feel that you would be beneficial in my learning and development. Are you free and able to discuss any potential opportunities to further this development? I am happy to meet at the time most convenient for you.

Until then, thank you for your time and attention to this.

Have a great day!

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