1. Write from your academic account.

2. Always use a greeting and spell your professor's name correctly.
   Try: “Dear Professor __________” or “Good morning/afternoon Professor __________.”
   Avoid: “hey”

3. Briefly and politely state the reason why you are e-mailing.
   Offer only as much information as is relevant to the situation and likely to interest the professor.

4. If you are e-mailing with a problem, suggest a solution. (See Tips below.)
   Be considerate of how your solution might create additional work for the professor.

5. Use standard spelling, grammar, and punctuation.
   "You" is a 3-letter word, and "I" is capitalized.

6. Include a subject line.

7. Sign the e-mail with your name.
   Use first and last name, and if you think there is any chance that your professor may not be able to place you, include your course information below your name.

8. Read it over.
   If you do not have spell-check on your email, you might copy the message and paste it into a word processing program and run spell-check there. Consider not only the mechanics, but what you have said. Strive for a polite tone, concise language, and clear purpose. Ask if your reader would be offended by such an email if it were directed at him or her.

9. Make any changes necessary then send the email.

10. Allow adequate time for a reply.
    See tips below about how to address a professor's failure to reply. If you are only sending a piece of information ("I have the flu and will not be in class on Tuesday, but Sue will turn in my paper for me.") the professor may not consider a reply necessary. In this case, you are done.

11. Once a reply has been received, acknowledge it.
    A simple, "Thank you," may be enough. If necessary, write a more extensive email using these same guidelines to achieve a professional effect. If the case is not being adequately resolved by email, ask for an appointment to meet in person.
Tips

- Try to contact a peer first and/or check the course Moodle page, if the purpose of your email is to find out what you missed when absent.

- Recognize that requests that may take only a few seconds to write and send may take much longer to fulfill. If you want a grade calculated, or a full breakdown of what you missed during an absence, or anything else that may be labor intensive, offer to come to office hours if the professor prefers.

- Leave enough time for a response. Some professors do not work on campus every day, so you may need to wait a few days.

- While you cannot make a demand, you should make a suggestion. For example, if you have surgery scheduled on the day of the final, you should do more than state your conflict. You should offer to take the exam early, request an incomplete, or whatever other idea you think would solve the problem to everyone’s satisfaction. Be sure to remain open to other suggestions, as the professor may have ideas of his or her own.

- Follow up. If more than a few days have passed and you have not gotten a response, it is appropriate to politely ask if the professor received your email and had time to consider what you wrote. It may be more effective to follow up by phone or by office visit.

- If you have a complaint or have strong negative feelings that you are trying to resolve, email is probably not your best avenue. You need to dialogue with the professor, and email is only one-way (at a time). You may email to tell your professor that you feel a need to talk about the issue, and ask to set up an office visit or phone conversation, but it is best not to write anything that you might regret later.

- Do not email all of your professors as a group unless the situation is dire.

- Do not ask "if" you missed anything on a day you were absent. Of course you did!

- Writing "I do not mean to be rude" does not negate rudeness elsewhere in the email.

- Be sure you have checked all the materials you've already been provided to see if you can answer your own question.