HOW TO E-MAIL YOUR PROFESSOR

DO

• **Use the subject line.** Write a brief, specific description of your objective, such as, “Absent for ENGL 1010 9/15/19.” Be sure to include the **course number** in the subject line.

• **Use a greeting.** Refer to the syllabus for a proper title. Not sure how to address your professor? The safest way to start is with “Dear Professor _________”

• **Be concise.** Your message should be brief and clear.

• **Use proper grammar.** You want your professor to view you as a serious student. You’re not texting a friend or writing a caption for Instagram.

• **Acknowledge any and all replies.** If your professor answers your e-mail, points you to a resource, or agrees to write you a reference, acknowledge them with a thank you in reply. Your professor will appreciate your good manners.

• **Sign with your full name and a thanks or regards.**

• **Remember that e-mail is forever.** Once you send it, you can’t take it back.

DON’T

• **Use a high school e-mail address.** Sk8rb0y420@e-mail.com is not appropriate at the university level. **Always use your Tulane e-mail address** for class correspondence.

• **Forget to proofread.** Mistakes might be misinterpreted as humor or an insult.

• **Expect an immediate response.** Professors run on different schedules than students. Twenty-four hours is a standard window of time for an e-mail response during the business week. Professors are people, too, so don’t expect one to answer an e-mail during a holiday or at 1 a.m. on a Saturday night.

• **Debate your grades.** Unless you have been specifically directed to use e-mail for grading topics or issues, don’t. Instead, reach out via e-mail to schedule a one-on-one appointment during office hours and discuss grade questions face-to-face.