



# Making a Request to your Course Instructor via Email

From time to time, you may encounter a circumstance in which contacting your course instructor by email may be advisable. For example, this could include a request for an appointment outside of office hours, asking to submit an assignment late due to an unforeseen circumstance or a request for alternate arrangements for an assessment you missed due to illness.

In these situations, especially if you are new to university figuring out what details to include and how to achieve the right tone can be difficult. This tipsheet includes some recommendations of things to consider when writing an email request to your course instructor. It also provides an example email to a course instructor from a student.

## Recommendations for Emailing Course Instructors

The list below provides information on what details to include in an email request to your course instructor as well as some other important considerations related to when and how to send your email.

1. Contact your instructor as soon as a situation arises or as soon as you are able.
2. E-mail only from your University of Calgary email account.
3. Identify the reason for your e-mail in the subject line.
4. Greet your instructor by name.
5. Identify yourself clearly and explain the situation briefly.
6. Make your request politely.
7. Express appreciation for the instructor's extra work on your behalf.
8. Use a polite closing with your full name and student number.
9. Respond to any follow up emails from your course instructor in a timely manner.
10. Feel free to reach out to an academic support staff member at the Student Success Centre if you have any questions or concerns.

## Sample Email Request to a Course Instructor

**Subject Line:** Notification of illness during quiz

Dear Dr. [Course Instructor's last name],

I am a student in your [name of class] class, section [lecture section number]. My student ID is [Student ID].

I am writing to let you know that I woke up feeling very unwell this morning and am too ill to attend class. I understand that we have a quiz today and I was hoping that there might be opportunity to write the quiz at an alternative time or make up the grade in some way.

I appreciate your consideration and please let me know if you would like me to provide further information to support my request.

Sincerely,

[Your name],

[Student ID]