



STUDENT RETENTION INITIATIVES

Email Examples to professors

Email #1 Student has fallen behind and would like to catch up

Hi Professor _____,

My name is _____ and my T# is _____. I am currently in your Understanding Statistics (STAT 2301) course. I am finding it difficult to keep up with the workload and would like to schedule a time to talk about a plan for catching up.

Would you be available for a meeting so that we can discuss my situation? I will make myself available at any time that is convenient for you.

Email #2 Student is requesting an extension on an assignment

Hi Professor _____,

My name is _____, and my T# is _____. I'm in your History of Civilization class that meets on T-Th nights. I'm reaching out to request an extension on my midterm paper. The reason I'm requesting this extension is because I haven't been able to focus due to [personal issues].

I hope to continue my academic journey at UA Little Rock, and I would appreciate your consideration of this request. Please let me know if this is possible and I'll work to complete this assignment by _____.

Email #3 Student is requesting an Incomplete grade in a class

Hi Professor _____,

My name is _____, and my T# is _____. I'm a student in your Biology class that meets on Wednesdays at 2:00. I recently experienced a hardship with [having to move out of my apartment], which caused me to fall behind in this class. However, I am committed to continuing my education and would like to request an incomplete grade in this class until I can complete the assignments that I've missed.

Please let me know if this is an option. I appreciate your consideration of my request.

Email #4 Student is asking about an updated grade in a course

Hi Professor _____,

It's _____ from your Tuesday night Anatomy class. We recently discussed a plan for me to catch up on missing assignments, and we agreed that these assignments could be submitted by _(due date)_. I have updated the (name of assignment) in Blackboard on (date work was submitted). I'm attaching a copy of the date stamp in Blackboard, for your reference.

Can you provide me with an update on this grade?

I look forward to hearing from you soon.