

EMAILING A PROFESSOR CHECKLIST

Run through this list before hitting send.

Basics

- I used my official UGA email account
- Subject line is clear and specific (includes course info)
- I addressed them appropriately (Professor / Dr. / per syllabus)
- My tone is respectful and professional

Content

- I clearly explained who I am and which course/section I'm in
- I stated my purpose early and clearly
- I included relevant details (assignment name, due date, page/quiz number)
- I avoided emotional language, blame, or demands
- I made a reasonable request (not an assumption)

Effort and Responsibility

- I checked the syllabus, eLC, and announcements first
- I explained what I've already tried or reviewed
- I'm not asking for information that's easily available

Timing and Expectations

- I'm emailing at least 24–48 hours before a deadline (when possible)
- I did not expect an immediate response
- If this is time-sensitive, I explained why

Closing and Review

- I included a polite closing (Thank you / Best regards)
- I signed with my full name
- I reread my email for clarity, spelling, and tone
- I took out anything that sounds accusatory or overly casual

