

Student Scripts

These are scripts students can use to lower the cognitive load and initiation barriers often involved when contacting a professor.

Scheduling a Meeting / Student Hours

Hi Professor [Name],
I'd like to meet during your student hours about [topic].
I'm available at [two options]. Do either work?
Thank you,
[Name]

Hi Professor [Name],
I think it would help to talk about [assignment/course/topic].
Could I meet with you for a few minutes this week?
I'm free at:

- [option 1]
- [option 2]
Thank you,
[Name]

When a student has questions or needs guidance regarding a topic or assignment

Subject: Question about [Class/Assignment]
Hi Professor [Name],
I'm working on [assignment/topic] and I'm stuck on [specific part]. Could you clarify what you'd like me to focus on next?
Thank you,
[Name]

Subject: Looking for some guidance

Hi Professor [Name],

I'm not sure I'm doing [assignment/reading/step] correctly. Here's what I've tried so far:

1. _____
2. _____

Could you let me know if I'm on the right track or what my next step should be?

Thanks for your help,

[Name]

Using grace tokens

Hi Professor [Name],

I'd like to use one of my Grace Tokens for the [assignment name]. I plan to submit it by [new date].

Thank you,

[Name]

When a student needs more time but isn't sure what to say or you don't offer grace tokens

Hi Professor [Name],

I'm having trouble finishing [assignment] on time due to [brief: illness, work, family, overwhelm].

Could I have an extension until [date]?

Here's what I have completed so far: ____

Thank you for considering it,

[Name]

After an absence

Hi Professor [Name],

I missed class on [date]. Could you let me know what I should focus on to get caught up?

Thank you,

[Name]

Hi Professor [Name],

I'm feeling behind after missing class on [date]. Could you point me to the best first step to get back on track?

Thank you,
[Name]

When a student needs specific clarification

Hi Professor [Name],

Could you clarify the instructions for [assignment]? I'm unsure about:

- [question]
- [question]
Here's what I think the instructions mean: ____.
Is that correct?
Thanks,
[Name]

Hi Professor [Name],

I'm rereading the instructions for [assignment] and I'm confused about the expectations.

Could you share what a "successful" version of this assignment looks like?

I want to make sure I'm headed in the right direction.

Thank you,
[Name]

Disclosing needs without a formal accommodation

Hi Professor [Name],

I wanted to share that I learn best when I can [sit near the door / take notes on my laptop / have a few extra seconds before speaking].

If that's okay for this class, I'd appreciate it.

Thank you,
[Name]

Hi Professor [Name],
I'm having difficulty with [specific barrier]. I'd like to find a way to participate fully—could we talk about some options?
Thanks for your understanding,
[Name]

Student-to-teacher repair

Hi Professor [Name],
I realized my message earlier may have come across differently than I intended.
My intent was ____.
Here's the clarification: ____.
Thanks for your patience,
[Name]

Redirecting after conflict or overwhelm

Hi Professor [Name],
I wasn't at my best in class on [date], and I'd like to reset.
My goal moving forward is ____.
Thank you for understanding,
[Name]