

## Approaching Your Faculty as a Contemporary Student:

Talking to your professor about the many priorities you're balancing can be difficult. It's important to be proactive and to approach your instructors before you're in a position of needing flexibility. Here are some examples of emails you can send to your professor at the beginning of the semester to create a great relationship from the beginning and when unexpected things happen:

Dear Professor \_\_\_\_\_,

My Name is \_\_\_\_\_ and I am in your \_\_\_\_\_ class on **(this day)** at **(this time)**. I am writing to inform you that I am a contemporary student, specifically **(insert identity(/ies) here)**, with that comes challenges that traditional students don't always face. I just wanted to make sure you knew of the many priorities I'm balancing so that if something comes up you're aware and it doesn't catch you by surprise or misrepresent my interest in your course.

With that said, I want you to know that I'm very excited for this semester and appreciate your time and understanding.

Sincerely,

**(Insert name)**

Here is an example for when you are requesting extra time and/or flexibility:

Dear Professor \_\_\_\_\_,

My Name is \_\_\_\_\_ and I am in your \_\_\_\_\_ class on **(this day)** at **(this time)**. I am writing to follow up on a previous email where I informed you of my status as a contemporary student, specifically **(insert identity here)** and the challenges that may arise. Recently **(some general problems you may have)**. I would greatly appreciate if you could offer more flexibility with the **(course load, test date/time, assignment)**, to fully grasp the concepts. If you need any further clarification, please feel free to reach out to me **(insert contact info)**, as I would appreciate being able to talk to you more about it and answer any questions you may have.

Thank you so much for your understanding.

Sincerely,

**(Insert name)**