

Tips on Communicating with your Professor

If you have an issue with a grade, you must follow the [UA Grade Appeal Process](#). (In any [UA South](#) course that means you would deal with your professor first, the Program Director second, and then the Associate Dean.)

If you need to do this, these tips may come in handy. These were not prepared by UA and are not officially endorsed, this is just an unofficial guide that you may find helpful in this process.

First - Talk to your Professor.

- If using email be sure you know how to email your professor to put yourself in the best light
 - [The short version](#)
 - [Guide to grade disputes specifically](#)
 - [The long version, with samples](#)
- Consider calling or asking for a meeting as well, this can often help you to communicate better than through text. Request nicely, using the short version of email etiquette given above. Be sure to give them a small heads up of what you want to talk about, in case they need to look something up or prepare, but make it clear you want to actually talk voice to voice about it unless you're ok with getting an email back and that being the end of things.

Second - If unresolved, go up the ladder.

- If you're not sure who the next step is, ask your advisor! You can always look up departmental information yourself as well, but be sure to [follow the grade appeal process](#) and go to the right person second. Otherwise your information will usually just get passed around until it does get to them, delaying resolution.
- Review [the short version for grade disputes](#) if you need to do this one.

Third - Remember we're all human.

My final piece of advice is to just remember that we're all human, and we all make communication mistakes sometimes. If things are devolving or you feel defensive or upset when emailing, ask for a call or video/in person meeting as soon as possible. You may not be getting what you want or need because the other person doesn't understand what you're asking for.

That should do it - good luck resolving any issues you have satisfactorily!