Professor Notifications

Like all students, Muslim students will benefit from communicating intentionally, proactively, and respectfully with their professors about their unique situation and particular needs. This is especially true during Ramadan.

While the decision on how best to respond to student requests for academic accommodations is up to each professor, our faculty strives to support the success of every student and is typically very receptive to conversations about how best to enable academic progress while respecting the practice of faith.

To facilitate such conversations, the two email templates below can be used to communicate with professors.

Please remember that emailing these to a professor does not guarantee a particular response; each professor has the final authority to make decisions about their class. Most often, and most helpfully, these emails serve as a starting point for a discussion about student needs.

TEMPLATE #1 – GENERAL

TEMPLATE #2 – RAMADAN FASTING

Example Email Template 1:

Dear **[PROFESSOR/INSTRUCTOR NAME],**

My name is **[YOUR NAME]** and I am a student enrolled in your **[COURSE NUMBER AND NAME]** this semester. I am reaching out because I would like to talk with you about how best to succeed in your class while continuing to practice my faith as a Muslim. May I visit your office during office hours this week? Or is there another time when you are available?

Thank you.
[YOUR NAME]

Example Email Template 2:

Dear **[PROFESSOR/INSTRUCTOR NAME]**,

My name is **[YOUR NAME]** and I am a student enrolled in your **[COURSE NUMBER AND NAME]** this semester. I am reaching out to discuss how best to approach the upcoming **[EXAM, PAPER, PROJECT, OTHER ASSIGNMENT]** in light of my observance of Ramadan.

I am concerned about my ability to give my best effort to the **[PAPER, PROJECT, OTHER ASSIGNMENT]** due on **[DATE AND TIME]**. Could we please meet to discuss the best way to approach this? When would be the best time for me to visit your office to do so?

Thank you.
[YOUR NAME]