

E-mail rules for students:

The Subject Line

The subject line should have your name and class number and class meeting time.

For example: Chris Smith STA 2122 1 – 1:50 MWF

Content

Any e-mail that inquires about an issue that can be answered by reading the course web page will not be answered. E-mails should not ask me for extra credit opportunities or a change to your grade (unless you believe there is an error in your grade calculation). E-mails should not ask me to add points to your grade. It should be obvious that I can't add points to your grade that you did not earn on your exams.

Response time

I will do my best to respond to your e-mail within 48 hours. However, keep in mind that I usually have ~400 students, so I often spend hours per week reading and writing e-mails.

If You Do Not Receive a Response

There are three reasons why you may not have received a response from me by e-mail. 1) Your e-mail violated either a subject line requirement or a content requirement, so it was deleted. 2) Your e-mail was not received by me—sometimes the junk mail filter picks them up. 3) Finally, there are times when the same question has been sent by dozens of students, so I will in those instances just address the issue in class. If your e-mail was not answered and it could not have been due to reasons 1 or 3 above, please resend your message (only once please). **Do not expect an e-mail response if you use AOL, Hotmail, Yahoo, etc... These often prevent FIU e-mails from arriving to your inbox since we get labeled as spammers (because of the spam that is sent through our server by spammers-not by us).