Student Tutorial:

Discussing Letters of Accommodation with Instructors

Step one: Request Letters of Accommodation

*(Video of someone using the AIM website. They select classes in order to send their letters of accommodations)*

Once you have requested your accommodations through your secure AIM profile, it is your responsibility to meet with each instructor to discuss the details of your accommodations.

Step two: email instructors to meet and discuss LOAs

It is suggested that you email each of your instructors to suggest a meeting time for this discussion.

*(Video of someone typing on a blank email draft. They type “Accommodations Meeting Request” in the subject line of the email.)*

Simply meeting with instructors directly after class is not recommended, as it does not provide the appropriate time or space to confidentially review all pertinent information about your accommodations.

When emailing, or addressing your instructors, be sure to include their title and remain professional. For example, when addressing an instructor through email, start the email with something similar to, “Good morning, Dr. Smith”.

*(Video of someone typing “Good morning, Dr. Smith-” on the first lines of an email)*

It is recommended to refrain from addressing instructors by their first name or by not addressing their title. If the instructor does not have a “Dr.” as their title, it is proper to address them by starting the email with, “Good morning, instructor Smith”.

The next part of your email should contain information regarding what you would like to discuss with the instructor. You may introduce the conversation with a message similar to the following: “I have recently requested accommodations for your class through Student Disability Services and would like to set up a time to meet with you in the next few days to review those accommodations. I am required to meet with you and discuss how those accommodations are administered in your class. Would you be able to meet during your office hours or at another time that is convenient?”

*(Video of someone typing an email that says, “I have recently requested accommodations for your class through Student Disability Services and would like to set up a time to meet with you in the next few days to review those accommodations. I am required to meet with you and discuss how those accommodations are administered in your class. Would you be able to meet during your office hours or at another time that is convenient?”)*

The final part of your email should include something similar to the following: “Thank you for your time. Best. And then, the student name.”

*(Video showing someone typing the end of the email.*

*“Thank you for your time.*

*Best,*

*Student “)*

If you have not heard from your instructor, after sending your initial email, remember that instructors are often-times busy. You made need to send a follow up email if you’ve not heard from an instructor. after 24 hours of sending your first email.

*(Video of someone on the AIM website, converting their letter of accommodation to a pdf, so they can print it)*

It is important to be prepared before meeting with your instructor. You are able to print off a pdf of your letter of accommodation in your AIM online profile after SDS has sent the instructor your LOA.

*(Video of student writing notes on a notepad. Student has Letter of Accommodation printed out, as well as a pink sheet that is used for the Testing Center)*

Bringing this pdf, along with your class schedule, and any notes about questions you may have, may help in discussing details of your accommodations.

Step three: Meet with instructor(s)

When you meet with the instructor to discuss the accommodations, it is recommended that you address your instructor by his or her title and last name.

*(Video of student knocking on his instructor’s office door. Instructor opens the door, smiles, and shakes the student’s hand)*

It is courteous to establish eye contact and respectfully interact with instructors. A typical conversation would look something like the following:

*(Video of student knocking on the instructor’s door.*

*Student says, “Hi, Dr. Smith.”*

*Professor smiles and says, “Hey Jack, how are you?”*

*They shake hands.*

*Student says, “Doing pretty good. Is it still a good time to discuss accommodations?”*

*Instructor says, “Of course. Of course. Come on in. Have a seat.”*

*Student says, “Thank you.”*

*They both sit at the instructor’s desk.*

*Instructor says, “Okay. I see you are requesting extra time, and reduced distraction, or quiet location for tests. I’m unable to provide extra time during my class, as I have multiple classes throughout the day. I would, however, like you to take your tests in the Academic Testing Services Center.”*

*Student Says, “Okay, would you want me to start at the same time the class starts?”*

*Instructor says, “Do you have any conflicts, such as class, given your extra time?”*

*Student shakes his head. He says, “No I don’t have a class after your class.”*

*Instructor says, “Great, great, then yes, you’ll start the same time as the rest of the class. Except you will start in the academic testing center services office. They will be able to provide you with the extra time and the alternate location.”*

*Student nods and says, “Okay thank you. I was told I would need to submit a form to the ATS office, but it needed to be filled out by both of us. Do you mind signing that form right now?”*

*Instructor says, “Oh that would be fine. Do you have the form with you?”*

*Student reaches down to grab something and says, “Yeah I have it in my backpack right here.”*

*Instructor says “Great.”*

*Student grabs a pink paper from his backpack and says, “It’s this pink form here.”*

*Student hands the form to the instructor. The instructor takes the form and grabs a pen.*

*Student then asks, “Would you like me to take every test at the ATS office, even the final exam?”*

*Instructor nods and says, “Yes. I have indicated that on the form, regarding the location and time of the exam.”*

*Student says, “Thank you, I will try to send that to the ATS as soon as possible. I have another question. I also asked for notetaking services as part of my accommodation. What do you do for that in your class?”*

*Instructor says, “In my class, notes are taken by a volunteer notetaker and they’re given back to you. You are welcome to stop by and pick up the notes after each class from my office, during my office hours.”*

*Student says, “If I have a conflict, or a class during your office hours, how would we do that?”*

*Instructor says, “In that case, I would leave them in my office door, and you are welcome to pick them up at your convenience.”*

*Student nods, and says, “thank you.”*

*They shake hands. The instructor gives the student the pink sheet back.*

*The student says, “thank you very much, that was very helpful.”*

*They shake hands.*

*The instructor says, “Absolutely, my pleasure. Thank you for coming by today.”*

*Student says, “If I have any more questions, I can stop by during office hours?”*

*Instructor says, “Sounds great. I look forward to it.”*

*Student packs up his bags and leaves the office. The instructor is smiling.*

*The instructor says, “good luck.”*

By meeting with the instructor, you’re clarifying how accommodations work for each class in which you have requested LOAs. Please remember to reach out to your SDS counselor if you have any questions or concerns regarding your accommodations.