



Notifying Professors about Your Accommodations

1

Email your professors *before* the first day of classes. Use the Email Introduction Template for Professors to introduce yourself and explain your situation:



- » List the accommodations you discussed with the Office of Disability Services.
- » Provide contact information of the Office of Disability Services staff with whom you worked.
- » Attach a copy of your official accommodations letter from the Office of Disability Services.



2

On the first day of classes, introduce yourself to the professors at the end of the lectures. It is better to meet the professor at the end of the lecture since many professors may not arrive early to class. When you speak to your professors:

- » Confirm that he or she received your email and ask if email is the best mode of communication.
- » Ask about your accommodation needs and any concerns the professor may have and when he or she will implement the accommodations.
- » Ask for the location of his or her office and office hours.

3

Follow up with an email thanking each professor for his or her time and recap the accommodations discussed.

4

On the second day that the course meets, follow up with the professor. If your accommodations are in place, let the professor know what is working well or if any changes are necessary.

5

If your professor does not implement your accommodations, use the steps listed in the Steps to Take if a Professor Doesn't Implement Accommodations Handout.

