



Steps to Take if a Professor Doesn't Implement Accommodations

STEP

1

If your professor has not implemented your accommodations, email the Office of Disability Services and follow-up by phone, if a staff member does not reply.

STEP

2

Send another email to your professor gently reminding him or her about the importance of your accommodations and that you appreciate him or her taking the time to help you get them set up. Ask him or her to confirm that he or she has received this email as well as your introduction email.

STEP

3

At the end of the third course meeting, if your professor has not implemented your accommodations, remind the professor again how important these accommodations are for your academic success in the course.

STEP

4

Go to the Office of Disability Services in-person to inquire about what accommodations you need and provide the documentation (emails) that you have been corresponding with the professor. Ask what steps the Office of Disability Services is going to take and when your accommodations will be available in the course.

STEP

5

Once you have received the appropriate accommodations, be sure to thank both your professor and the Office of Disability Services for their support.