

How to Discuss Accommodations with Faculty Guide:

Discussing your accommodations with each faculty member is an important part of the accommodation process. Discussing accommodations will allow both students and faculty to have a mutual understanding of how each accommodation will be implemented. As a reminder, it is the student's responsibility to initiate the conversation with faculty. Below are helpful tips to guide you through this conversation.

Implementing Your Accommodation Plan

- Request accommodations through your Student Portal and start the conversation with faculty as early as possible in the term. Beginning this conversation early allows everyone sufficient time to discuss the implementation of your accommodations and to connect with SASS if questions or concerns arise.
- Once you request your accommodations faculty will receive a Notification Letter, which tells them what accommodations you have requested to use in their course. Students will still need to follow up to discuss how these accommodations will be implemented in the course.
- Schedule a time to discuss your accommodations with each faculty member. Faculty and students can both be busy before or after class. Scheduling a meeting will help facilitate interactive discussion. Some information can be covered easily in email, other times setting up a zoom, phone, or in-person meeting will be necessary. You can start this conversation by introducing yourself and stating the following:

“I am registered with Student Accommodations and Support Services and would like to talk to you about my accommodations. You should have received an email outlining my approved accommodations”

Preparing to Meet with Your Faculty Members

- Students are not required to disclose their disability to faculty; however, it will be helpful to have a good understanding of how your disability may impact you as a student and within their course.
- Review the course syllabus thoroughly and note any questions or concerns you have so you can address them at the meeting.
- Become familiar with your accommodations. Be prepared to discuss how and when you plan to use each one. If you are unsure about what your accommodations mean, then please reach out to your Accommodations Case Manager to review them in more detail.

- Get into a collaborative mindset. The conversation you have with faculty should be a back-and-forth approach with each of you discussing your accommodations and how it will be used.

Meeting with your Faculty Members

- This meeting should discuss what accommodations you requested to use in their course, and how they can reasonably be implemented. Remember, implementation can look different across courses because the essential requirements of each course is different.
- Go over each accommodation with faculty. Talk about how you may need to use each accommodation and ask how that accommodation works in their course. You will want to focus on the **when**, **where**, and **how** of your accommodations.

Example: If you have extended test time as an accommodation you can start by saying “I have an accommodation to receive extra time on tests. Where would you like me to take the test so I can receive the extra time?”

Example: If you have a notetaking accommodation, you can start by saying “I have an accommodation to receive notes. How can I expect to receive a copy of these notes?”

Example: If you have an accommodation related to Extended Due Dates for Assignments start by saying “I have an accommodation for extended due dates for assignments. How and when should I ask for an extension so we can discuss a new due date?”

- You will want to know how to best communicate with faculty throughout the quarter. Ask your faculty if they prefer to communicate about accommodations through email, canvas, or during scheduled meetings. Please note, some accommodations, such as Disability Related Absences and Extended Due Dates for Assignments, may be arranged through your Flex Plan.
- At the end of your conversation, you and your faculty should have a mutual understanding of how your accommodations can reasonably be applied. Please reach out to your Accommodations Case Manager if you have questions or concerns.

After your Meeting

- Continue to communicate with faculty throughout the term. They are there to help support you so reach out to them with questions or concerns.
- Reach out to your Accommodations Case Manager with questions regarding your accommodations. They can assist you in addressing any questions or concerns.

Please remember that it is difficult to address accommodation concerns after the term is already over. Reach out when you start to experience challenges.

- If you feel your accommodations are not being implemented correctly or are being denied to you, you can file a formal grievance. Your Accommodation Grievance Form will be located in your accommodation letter. SASS staff can also review this process with you.