TIPS FOR DISCUSSING ACCOMMODATION LETTERS WITH FACULTY

You have been given accommodation letters to discuss with your professors. Here are some suggestions to help you plan for a successful conversation:

- **Schedule a face to face meeting as early in the semester as possible.** Find a time during scheduled office hours, or by appointment, to meet privately with your professor. Arrange the meeting early in the semester.

- **Start in your comfort zone.** If it feels overwhelming to bring letters to all of your professors, start by approaching the ones you are most comfortable around. As you gain confidence, set up appointments with the others.

- **Organize your thoughts, or even role play, prior to the meeting.** Think about your accommodation requests or any information you may want to discuss. You may want to do some role-playing with the Student Services Coordinator to plan how you will respond to questions about your accommodations.

- **Let the accommodation letter be your guide.** Focus the discussion on your accommodations, not your disability. You do not need to disclose your diagnosed disability to receive accommodations.

- **Be open to suggestions or comments from instructors.** Accommodations often require a collaborative effort and instructors are frequently able to offer creative suggestions for implementing accommodations.

- **Reconnect with your Student Services Coordinator if you need to.** If you find you are unable to schedule an appointment with your instructor, or are experiencing barriers of any kind, contact the Student Services Coordinator to discuss the situation. Ask your professor to contact the Student Services Coordinator with any questions you do not feel comfortable answering.