

## How to approach your professor

Once your accommodations are approved, and you have submitted your Course Accessibility Letter through AIM, it is up to you to work with each professor to develop a plan for how your accommodations will be implemented. It is recommended that you set up an appointment with each of your professors.

Here are 2 options:

1. Email your professor to schedule an appointment.
2. Go to your professor during their posted office hours (usually listed on the course syllabus). It is best practice to email your professor to let him/her know you will be coming during office hours. This way, you are both prepared.

### Email example:

*Hi Professor \_\_\_\_\_,*

*My name is \_\_\_\_\_, and I'm in your \_\_\_\_\_ class. I just wanted to tell you I have been approved for accommodations through the ACCESS office. I would like to meet with you to talk about my accommodations I'll be using for your class. I plan on visiting you during your office hours \_\_\_\_\_ (give date & time).*

*Thanks,*

*\_\_\_\_\_ (your name)*

### Prepare for the Meeting

Review your accommodations for each class—practice describing how each accommodation is helpful to you. Write an outline of what you want to share and bring it with you to the meeting.

### During the Meeting

You are not required to discuss your specific disability. It is essential to describe your accommodation needs and work with your professor to develop an implementation plan for the semester. If you decide to share specific disability information, you may want to consider explaining your strengths and challenge areas as a student and learner. You could discuss things that have been particularly helpful to you in past academic settings. You may also want to ask your professor how he/she would like you to communicate if you face a challenge in the course or fall behind on an assignment.

### Testing and Exam Accommodations

If you have extended time or another accommodation regarding quizzes/exams, talk with your professor well before the first quiz or exam. If you plan to take a quiz or exam in the ACCESS office, you will need to communicate with your professor in advance of each exam so they know to send the exam ahead of time.

### After the Meeting

Keep the lines of communication open with your professor if any issues arise for you in the course. Professors are usually available and helpful, but most expect you to initiate contact if you need assistance. Follow up with your ACCESS advisor if you have any concerns about the implementation of your accommodations.