

Student Script: Discussing Accommodations with Instructors

Directions

Read through the completed script out loud. Next, practice saying the script without reading. Finally, practice with a friend or parent. Now you are ready to talk with your professors!

Approaching your Instructor

It's important to talk to your instructor as soon as you have your accommodations approved by Disability Services. If possible, talk to them no later than the first week of class.

You can take one of the following approaches:

1. Ask your professor right after class if he/she could set up an appointment with you.
2. E-mail your professor to set up the appointment.
3. Go to your professor during their posted office hours (usually listed on the syllabus).

Introduction

"Hi Instructor _____, my name is _____ and I'm in your _____ class. Thank you for meeting with me today."

Accommodation letter

"I want to give you my accommodation letter, which explains the accommodations that I will need for your class. I am strong in _____ (fill in with one or two academic skills or abilities that come easy for you) but the accommodations really help me to _____ (identify one of your learning challenges).

As you can see by my letter, I'm a registered student with a disability. I have been approved for the following accommodations by the Office of Disability for your class":

1. _____
2. _____

Remember to discuss with your instructor any specifics about how to work with the accommodations in his or her class. For example, some instructors may want reminders from you about your accommodation needs one week before a test, or if you need a note taker, determine how you will get the notes after each class (handwritten, by e-mail electronically or printed out at the next class).

Closing

"Thank you for meeting with me and working with me to provide my accommodations. I am looking forward to your course."

Possible scenarios

1. If your instructor asks you what your disability is, it is your choice on the amount of information you wish to share. If you do not want to state your specific disability, one option is to describe some of your learning challenges and how the accommodations will help. For example, you might say "I will need extended time on tests because it takes me longer to read the information and process it."
2. Your instructor may believe he/she cannot provide the accommodations on your letter. It's important that the disability support services office is notified that the instructor is unclear about providing your accommodations. One option is to explain to the instructor that these are the accommodations that are approved by the college and if additional information is needed, they may contact the Disability Coordinator at MAquilar@Coastalbend.edu or (361) 354-2728.