



**Disability Support Services (DSS)
Discussing Accommodations with Instructors**

Setting a meeting

- Before the term begins or after the first class meeting, request a private meeting with the instructor to discuss academic accommodations. Given the confidential nature of the conversation, the meeting should take place in a private setting, such as the instructor's office, division office, etc.

It is not recommended that the student simply hands the accommodation letter to the instructor in the classroom without any discussion.

At the meeting

- Be proactive in beginning the discussion.
- Notify the instructor that a meeting with DSS has taken place and that accommodations listed in the letter have been approved.
- Be sure to address the specific arrangements that the accommodations will entail.

For example:

- If extended time on tests is an accommodation you receive, discuss how the scheduling should be handled. Will you take the exam in the LRC or in class?
- If you will be taking classroom tests in the LRC, discuss the process that should be followed for filling out the Test Accommodation Form.
- If you will be tape recording classroom lectures, share a copy of the Tape Recording Agreement with your instructor.
- If preferential seating is an accommodation, where would you prefer to be seated? How will the seat be reserved? Are there any other changes in classroom set up or arrangements that need to be addressed?

A student is not required to disclose his/her disability. It is the student's decision whether or not to discuss the specifics of the disability diagnosis. However, the more information an instructor has regarding abilities and functional limitations the better. A student may wish to share academic strengths and challenges with an instructor at this time.

After the meeting

- Contact DSS with any concerns.
- Remind the instructor of accommodation needs as necessary.