



AUGUSTA UNIVERSITY

Testing & Disability Services

Tips for Talking to Your Instructors About Accommodations

Talking with an instructor about accommodations can feel unfamiliar, especially if you have not had this conversation before. Your approved accommodations are intended to support your access, and you have a right to ask questions about how they will work in each course. The ideas below can help you get started, and TDS is available if you would like support before, during, or after the conversation.

1. **Start by sending your accommodation letters**

Submit your semester accommodation requests through AIM. Once your letters have been sent, you can contact each instructor to talk about how you would like to use your accommodations in the course.

2. **Choose a time that feels comfortable**

You may email your instructor to request a private meeting during office hours or at another agreed-upon time. Meeting privately can give you space to ask questions without feeling rushed.

3. **Decide what you would like to discuss**

Review your accommodation letter and think about which accommodations you expect to use. You may also want to write down questions about exams, attendance, assignments, presentations, labs, clinical experiences, or other course activities.

4. **Share only what you are comfortable sharing**

You are not required to disclose your diagnosis or provide medical documentation to your instructor. You may choose to describe a disability-related barrier when you feel that information would help explain what you need for equal access.

5. **Talk through how your accommodations will work**

Each course may be structured differently. You can ask where accommodated exams will take place, how to communicate when you need an approved break, and whether there are any course-specific procedures you should know.

6. **Ask questions and confirm the plan**

It is okay to ask for clarification or take notes during the conversation. Before the meeting ends, make sure you understand the next steps and know whom to contact if you have additional questions.

7. **Follow up in writing**

A short follow-up email can help you and your instructor remember what was discussed. Keep copies of relevant messages and reconnect if your needs or the course format change.

8. **Remember that TDS is here to support you**

You do not have to resolve accommodation questions on your own. If you experience a delay, have concerns about implementation, or would like help communicating with an instructor, contact TDS. We can help you explore the next step.

A helpful reminder: Accommodations begin after they are approved and communicated. Connecting early gives you and your instructor time to make a plan before you need to use them.

Email Template: Requesting a Conversation

You can personalize this message in whatever way feels natural to you after your accommodation letter has been sent through AIM.

Subject: Meeting to Discuss Course Accommodations

Dear Professor [Last Name],

My name is [Your Name], and I am enrolled in [Course Prefix and Number/Section]. My accommodation letter for this semester has been sent through AIM.

I would like to schedule a brief meeting to talk about how my approved accommodations can support my access in your course. I am available [provide two or three options], but I am happy to coordinate another time that works for you.

Thank you. I look forward to working with you.

Sincerely,

[Your Name]

Helpful Questions to Ask

- What is the best way to communicate with you about my accommodations?
- Are there course-specific steps I should follow for accommodated exams?
- How should I notify you when I need to use an approved accommodation?
- Are any activities, labs, clinical experiences, or presentations likely to require advance planning?
- Can we confirm the next steps we agreed upon?

You Are in Control of What You Share

Your accommodation letter identifies your approved accommodations; it does not disclose your diagnosis. You may share additional disability-related information if you choose, but you are not required to provide your instructor with medical documentation or details about your diagnosis.

Contact TDS

Email: tds@augusta.edu | Phone: 706-737-1469 | Website: [Testing & Disability Services website](#)