

## Letters to Instructors

Letters are sent to instructors at the student's request in order to notify faculty of the disability and its impact academically and to give recommendations regarding appropriate classroom accommodations.

After reviewing appropriate documentation of the disability, *the student will communicate with the Director of Student Services to draft a letter.* Appropriate accommodations will be based on previous accommodations, the documentation and the nature of the class. The student may request a copy of the letter for his or her personal files.

**Requests for letters to instructors are made by completing the Request for Accommodations Form and returning it to the Director of Student Services. A request form must be submitted four weeks in advance of the course start date for letters to be sent. It is the student's choice when and if letters are sent.**

Letters must be sent prior to the course start date. However, it is strongly recommended that they be sent three weeks in advance of the course start date to allow the Director of Student Services time to process the forms (usually two to three working days) and the instructors time to plan for the accommodations. Request forms should be turned in as soon as the student is admitted to the program.

The instructors will work with the student to determine how to implement the accommodations. Students and faculty are encouraged to contact the Director of Student Services if there are difficulties or questions.

### Student Responsibilities

1. Submit Request for Accommodations Form four weeks prior to course start date.
2. Provide accurate course information for sending letters; there is no limit on number of forms submitted, so you can add or revise as necessary.
3. Meet with faculty regarding the specifics of the letter (e.g., when extra time for exams will be given, where to take exams).
4. Try to resolve problems regarding accommodations directly with faculty first.
5. Inform the Director of Student Services of problems. The director will advocate, act as a liaison and answer questions that faculty may raise.
6. Review letters to instructors periodically to assess their accuracy and relevance because needs may change.
7. See the Director of Student Services to revise letters as needed.
8. Notify the Director of Student Services at least two weeks prior to testing when accommodations require individualized assistance.

\_\_\_\_\_  
Student's Name (Please print)

\_\_\_\_\_  
Degree Program

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Services

\_\_\_\_\_  
Date