

Student Tips for Professional Communication with Instructors

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1. As a student, you are not required to disclose the nature of your disability/disabilities to your instructors. At minimum, if you are requesting to utilize your academic accommodations in the classroom, the professor needs only to know that you are registered with Disability Resources and Services (DRS).
2. If you do voluntarily share more detailed information regarding your disability/disabilities, it is recommended that the disclosed information be academically relevant. The nature of your disability will not be disclosed by your Disability Specialist without your consent.
3. When communicating with professors, whether it be in person, via email, or by phone, be clear and concise.
4. At the beginning of each term, once your Disability Notification letter has been distributed to an instructor, you should have a follow-up conversation with your instructor.
 - a. Introduce yourself to your instructor before or after class to inform the instructor that you are registered with DRS.

EXAMPLE OF A PROFESSIONAL CONVERSATION:

“Professor *(include professor’s name here)*. My name is *(include your name here)* and I am registered with Disability Resources and Services. You should have received my Disability Notification letter from my Disability Specialist via email. I just wanted to follow-up with you regarding any questions you may have about my accommodations.”

- b. If you prefer more privacy, meet with the professor during office hours or schedule an appointment to inform the instructor that you are registered with DRS.
- c. While it is recommended that you introduce yourself in person, you can also introduce yourself to your instructor via email.

EXAMPLE OF A PROFESSIONAL EMAIL:

Dear Professor *(include professor’s name here)*,

My name is *(include your name here)* and I am a student in your *(include your course here)* course this semester. Earlier today you received my Disability Notification letter from my Disability Specialist for this term. I wanted to follow-up with you regarding this email and any question you may have about my accommodations in your classroom. I would be happy to meet with you during your office hours or set up a time outside of your office hours to discuss.

Thank you for your time,
(include your first and last name here)

5. If a follow-up conversation is necessary, be sure to do so in a timely manner. (Example: If a professor asked that you touch base with them prior to an exam regarding your accommodations, do so a week before the exam unless otherwise specified.)
6. If an issue does arise regarding your accommodation(s), be sure to update both your Disability Specialist and instructors as soon as possible.