

Student Accessibility Services



How to Talk with Professors About Accommodations



Starting a conversation with a professor about your accommodations can feel intimidating—especially if you're not sure what to say, or if this is your first time doing it in college. That's totally normal.

The good news? You don't need to explain your diagnosis, and you're not asking for special treatment. You're simply helping your professors understand how to support your learning, based on what you're already approved for through Student Accessibility Services (SAS).

This guide is here to help you:

- Plan what you want to say or write
- Use sample scripts or emails if you're unsure how to start
- Prepare for different responses professors might have
- Feel more confident in asking for what you need

Talking about your accommodations is a skill—and like any skill, it gets easier with practice. Whether you're reaching out by email or talking after class, this resource can help you feel ready.

You've got this. And you're not alone—SAS staff and peer mentors are here to support you every step of the way.



Conversation Preparation Worksheet

Get clear on what you need before you reach out. Use this space to organize your thoughts and plan what you want to say. You can fill this out digitally or print it out.

1. What class is this for? (Course name and instructor)

2. What accommodations are listed in your letter from SAS that apply to this class? (List the relevant accommodations)

3. How might these accommodations look in this class? (Example: "I need to take exams in a reduced-distraction testing space")

4. What would you like to say to your professor? (Draft a quick script or outline)

5. Is there anything you're nervous about or unsure of? (Write it out)

6. What's your plan for reaching out?

Email

Talk after class

Visit office hours

Other: _____

Date you plan to reach out: _____

Contacting Your Instructor

Use or adapt these when you're reaching out to your professors about your SAS accommodations.

Formal & Direct

Subject: Accommodation Letter for [Course Name]

Hi [Instructor name],

My name is [your name] and I am in your [class name and number] class. You should have just received an email from the Student Accessibility Services office with my approved accommodations. I am emailing you so we can discuss how these accommodations will be implemented in your class.

Please let me know a time that works best for you to meet, otherwise, I am happy to discuss these accommodations over email.

Let me know what works for you!

[Your Name]

In-Person Script Starters

Not sure how to begin the conversation in person? Try one of these openers:

During Office Hours

"Thanks for meeting with me. I'm here to talk about my accommodations. I've been approved through SAS and wanted to make sure we're on the same page about how they'll work in your class."

If You're Feeling Nervous

"Hi, I wanted to talk with you briefly about my SAS accommodations for this class. I'm registered with Student Accessibility Services, and I've been approved for a few accommodations that apply here."



What to Do If...

The professor seems confused

"I understand this might be new or unclear—I'd recommend reaching out to SAS if you have questions about how to implement the accommodations."

Let SAS staff know so they can support the conversation.

The professor forgets to implement your accommodation after meeting with them

Email Template:

"Hi Professor [Last Name], I wanted to follow up about [specific accommodation] from my SAS letter. I noticed it wasn't in place for [exam/assignment], and I wanted to check in about how to make sure it's set going forward."

Let SAS know if this continues.

The professor asks for personal medical info

"I prefer to keep my diagnosis private. SAS has reviewed my documentation, and everything in my letter is approved based on that."

You are **never** required to disclose your diagnosis to your professors.

CONFIDENTIAL



You feel dismissed

Stay calm and professional, then reach out to SAS. You don't have to manage this alone.

Need help preparing or following up with your professor?

Reach out to us to talk to a coordinator or a peer mentor. We're here to support you.

Tips for Following Up



When to Follow Up:

- No reply within a week
- An accommodation isn't in place after meeting with the professor
- You made a plan that hasn't been followed by the professor

What to Say:

Subject: *Follow Up - SAS Accommodations*

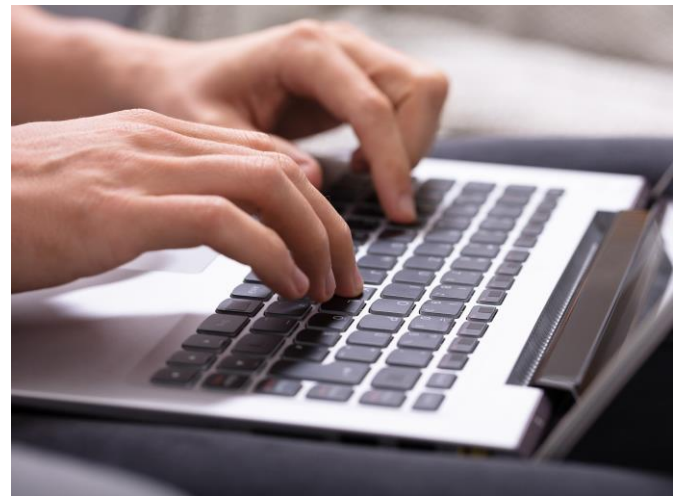
Hi Professor [Last Name],

I wanted to follow up on the letter the SAS sent on [date]. I want to make sure you received the letter and that everything is in place, especially with [specific situation coming up—exam, project, etc.].

Please let me know if there's anything I can clarify or if a quick conversation would be helpful.

Thank you again,

[Your Name]



Self-advocacy isn't about being perfect—it's about being clear, confident, and consistent.

Every time you reach out, you're building a skill that will serve you far beyond college.

If something feels hard or confusing, you don't have to figure it out alone. SAS staff and peer mentors are here to help support you and cheer you on.

You're doing great—and you're allowed to ask for what you need.