

Self-advocacy for college success and beyond

Communication with Professors: Requesting an Accommodation

Plan Ahead: Use the following steps to plan how you will communicate your needs and what you are requesting with your Professors. Remember to bring your accommodation verification letter with you.

STEPS	Example: Student	Professor
Introduction ↓	Hi Professor _____, I'm Hayley and I was wondering if I could speak with you for a few minutes or do I need to come see you during your office hours?	I have a few minutes right now. What's on your mind?
Explanation ↓	I wanted to talk with you about a learning accommodation that is recommended for me by the Resources for Disabled Students Office.	Okay.
Request ↓	Because it is very difficult for me to process information and write class notes at the same time, I would like to record class lectures as an alternative. This would really help me to succeed in your class. Would this be okay with you?	Well, the problem I have with that is that it may seem unfair to the other students in the class.
Negotiate (if needed) ↓	I hear you saying that you feel this may not be fair to other students; would you be willing to allow recording of class lectures for any student who wants to do so?	I suppose I could make an announcement next class session and let everyone know.
Confirm ↓	So, after you make a class announcement letting students know that they are welcome to tape class lectures if they wish to do so, then I can begin leaving my recorder on the front podium prior to class start time. Is that correct?	Well, I would prefer that you arrive a bit early and sit in the front row to record from your seat.
Close	Okay; I'll do that. Thanks so much for your time and your consideration of my learning needs. Have a nice afternoon.	Thanks; you too.

For more information on communication skills go to:

http://accessproject.colostate.edu/sa/modules/sec4/tut_sec4.cfm?display=pg_9