**INSTRUCTOR CONVERSATION**

Once you’ve downloaded your accommodation letters, the next step is providing them to your instructors and discussing how your accommodations will be set up.

Why do you need to talk to your instructors? Accommodation letters do not contain all the details that instructors need to successfully arrange your accommodations.

Accommodations themselves are not always straightforward, and may need some clarification. Some accommodations, especially those related to test-proctoring, require your input in order for your instructor to set them up. For example: if you receive time and a half for quizzes, tests, and exams, but you have back to back classes, when will you take your exams? In this case, you and your instructor would agree on a time that works for both of you - you might start it earlier or take it later in the day.

Where and when should you talk to your instructors? In their office, not the classroom. We recommend going to office hours or setting up an appointment. If your class is online, you may email the letter to your instructor, but you should follow up with a phone or Teams meeting. The sooner you do this, the better, as instructors are allowed a reasonable amount of time to arrange accommodations. Don’t expect to receive accommodations for an exam you have in a few days if you haven’t even given your letter to your instructor yet.

If you’re intimidated or nervous about meeting with your instructors, know that you are likely not the first or only student who has received accommodations in their class. Instructors WANT students to communicate with them and are expecting you to reach out.

Let’s get into it.

1. First, introduce yourself: tell them your name, which class of theirs you are in, and that you have an accommodation letter to give them.
2. Then, provide your letter and explain what accommodations you need in their class.

Make sure your instructor understands your accommodations. If you get extended time for example, explain that you are to receive 1.5 times what the rest of the class is allowed to complete an exam.

3) Once you’ve explained your eligible accommodations, ask how your instructor would like to make these arrangements. Some accommodations are simply informative, such as being allowed to have food and drink in the classroom. Many other accommodations require some coordinating and discussion, such as test proctoring accommodations. If your instructor has questions about how to provide your accommodations, offer clarification and explore possible solutions.

For example, if you have “no scantrons” as an accommodation, but your instructor uses those for exams, you could share what has worked in the past in other classes. Maybe you have circled or written out answers directly on the test, and your instructors would grade it by hand. You could also write out answers on another sheet of paper and have the instructor add them to a scantron. You can also ask if they have any suggestions as well.

Note that not all instructors use our ODS Test proctoring center; about half of instructors make their own arrangements, which might mean that a teaching assistant would proctor your exam in a spare office or conference room.

If you or your instructor are unsure how to arrange any accommodations, please reach out to our office for assistance. We are here to support both students and instructors, and will work to address any issues or concerns.

4) Finally, as you wrap up the conversation, summarize what was just discussed to ensure you’re on the same page and each party knows next steps.

**ADVOCACY EXAMPLE:**

Let’s walk through a couple of examples of situations in which you may need to advocate for yourself, and how to move forward.

Say your instructor planned on using the ODS Test proctoring center for you to take your exams, but it hasn’t been set up yet in AccessODS, and your exam date is approaching!

What should you do?

Contact your professor asap and remind them to do so.

If you’ve given them your LoA in a timely manner & your instructor doesn’t set up your exam in Access ODS by the deadline, it’s still their responsibility to provide your exam accommodations - it just won’t be in the ODS Test Proctoring Center.

If instructors do create your exam in Access ODS and **you** don’t confirm it in time, you will likely be taking that exam with the rest of your class without accommodations.

In this next example, you’ve provided your letter of accommodation and talked with your instructor about your hearing impairment. If your instructor forgets about your access needs, and keeps showing videos in class that are not captioned, how would you advocate for yourself?

This may just be an unfortunate oversight, and a simple reminder to your instructor may resolve this issue. However, if this problem persists, please contact ODS. We can intervene on your behalf, or work with you to

At any time your access needs are not being met, or you have concerns about arranging accommodations with your instructors, it is your responsibility to let us know.

**Key takeaways:**

Proactive communication really helps prevent problems down the road.

Our emails contain important information about our office, important reminders, and/or updates to our processes. Please read them.

ODS is here for support! You can email us at [ods@marquette.edu](mailto:ods@marquette.edu), or give us a call at 414-288-1645.