

The goal of these sample emails/letters is to provide the professor some information so that the professor can understand your learning needs, and how those needs can be best met through the accommodations. We encourage you to reflect on what helps you be successful in class, and what does not, and that you include whatever you feel relevant as part of this communication.

SAMPLE LETTER TO PROFESSOR #1:

Hello Professor _____,

My name is _____, and I am a student in your 10am COMPSCI class. I am registered with Student Accessibility Services (SAS) and based on my chronic but sometimes unpredictable condition, I have been approved the following academic accommodation:

- Extension on Coursework

This accommodation relies on connecting with you proactively so we can come to an agreement about a deadline change in the event of an onset acute disability need. I want to connect with you early so you are familiar with the specifics of my accommodation. I have attached my accommodation letter in this email. Please let me know if I should connect with my TA.

This is the language SAS uses to explain coursework extensions:

- *Coursework extensions are designed to be used in the event of (but not limited to) a flare up, treatment, or recovery related to a disability. For example, debilitating migraine, rheumatoid arthritis flare up, out-patient treatment, etc. Typically, an extension is granted once per assignment and sparingly (depending on the onset of acute symptoms). This accommodation is to be used in advance if it is possible.*
- *Coursework extensions are also not to be used as a mechanism for time management. Extensions are typically not used if the deadline has passed. Students with a personal concern: personal relationship issue, moving, job responsibilities, passing relative, etc. - none of which are disability-related and would require a Dean's Note for personal matters which goes through Student Support Services.*

I appreciate you taking the time to review this information. SAS is available to both you and I if there are any questions or concerns. SAS email: sas@brown.edu

Sincerely,
Student

SAMPLE LETTER TO PROFESSOR #2:

Hello Professor,

Attached is my accommodations letter from SAS for you to review. Please notice that I am approved for a number of accommodations including:

- Extended time on exams and quizzes (50%)
- Reduced distraction testing space
- Notetaking assistance
- Extensions

Regarding the **extended time** accommodation, for our online class I would need for you to provide an additional time option for me for all exams and quizzes. Please be sure to let me know when this is all set so I know I will have access to that when I login for exams.

As long as I'm able to work quietly online I would have access to a **reduced distraction space**. If we take any exams in person I would need for you to arrange a separate room and proctor for myself (and other students who may receive the same accommodation) so that I have the reduced distraction space I need to be able to focus.

For **notetaking** assistance, your assistance to recruit someone to be a notetaker is very helpful. If you can make a confidential announcement about this (without identifying me) and have a volunteer identify themselves to you then you can refer them to sas-notes@brown.edu to follow-up.

Around the extensions accommodation, should I need a little more time on an assignment I will reach out to you in advance and propose an alternative due date. You can let me know if any concerns.

I very much appreciate your attention to these accommodations. If you have any questions for me please let me know. I am very much looking forward to being in your course this semester.

Student Name

SAMPLE LETTER TO PROFESSOR #3:

Dear Professor _____,

I'm writing to introduce myself to you and to help you better understand me as your student.

My name is Héctor. I would like to share a bit about my accommodations. I am a Deaf individual, fluent in American Sign Language (ASL), which is my primary language. I often use an American Sign Language Interpreter for communication. I also use a note provider or transcription service. I rely on students who can hear the lecture to take notes for me while I take in ASL, a visual language, with my eyes. If I attempt to write notes, I will have to look down, which will cause me to miss the information I get from the interpreter or from closed captioning.

I don't know if you have ever worked with a Deaf student or with an ASL interpreter. I would be happy to talk more with you about this and answer any questions you might have.

Please see these links for more information about ASL Interpreting & Captioning:

- **ASL Interpreting:**
<https://www.nationaldeafcenter.org/sites/default/files/Sign%20Language%20Interpreters%20An%20Introduction.pdf>
- **Captioning:**
<https://www.nationaldeafcenter.org/sites/default/files/Why%20Captions%20Provide%20Equal%20Access.pdf>

I am looking forward to collaborating with you on our journey during my undergraduate years.

Otherwise, please let me know if you have any questions or concerns.

Kindly,

Héctor Camacho

SAMPLE LETTER TO PROFESSOR #4:

Dear Prof. _____:

My name is Bruna Brown, I am enrolled in your class, POLS1500, International Law and Politics of Human Rights.

I am registered with SAS and I am attaching my accommodations letter. As you will see I am approved for extended time on exams (50%), testing in a reduced distraction space, transcript or notes, and turn off zoom for short periods of time.

I learn best when I am calm and not overwhelmed by the environment around me. When there is a lot of movement and some noise I am not able to concentrate and I may become anxious. For this reason, if we have in person exams I will need extended time and a space with reduced distractions. I am a verbal, rather than visual learner. I process information when I can concentrate on listening to a lecture rather than having to do other things at the same time. During our remote/zoom classes I may need to turn my camera off for a short period of time so I can focus on the discussion in class, and I will be transcribing your notes with a SAS-provided note taking software.

I am grateful for the opportunity to tell you more about me, and I look forward to your class this semester. If you have any questions on the SAS letter or the accommodations, please email me.

Sincerely,

Bruna

SAMPLE LETTER TO PROFESSOR #5:

Dear Professor,

I hope this email finds you well. I am reaching out to let you know that I am approved for academic accommodations via Student Accessibility Services. I apologize that you are receiving this mid semester - I know accommodation letters should be sent to professors early in the term. I am committed to improving communication moving forward.

As you will see from my attached letter, I am approved to use a laptop for in class note taking/exams, as well as alternative assignments in lieu of participation (within reason). I would greatly appreciate the opportunity to speak with you about these accommodations, particularly what you believe would be an appropriate substitute for our 10% participation grade. I am open

to submitting additional written assignments, but will of course defer to what you believe is appropriate.

Thank you for your time and consideration. I look forward to speaking with you soon!

SAMPLE LETTER TO PROFESSOR # 6

Hello Professor,

I have been working with Student Accessibility Services and have received academic accommodations. I have attached my accommodation letter in this email. My accommodations consist of-

- 50% Extended time on exams- This would be for any exam that is timed.
- Extensions on assignments- I understand that this is to be used sparingly, and I will email you in advance to be able to work out the details on how to implement this accommodation.

I am a visual learner, so I learn and understand a concept better after seeing a picture, diagram, or chart, if there are ways that you can incorporate a short video as part of the resources that will help me learn the material as well.

Please let me know if you have any questions.

Best,

Student