Guidelines for Discussing DSPS (Disabled Student Programs and Services) Accommodations with Instructors

1. You are required to give our instructors reasonable notice (one week) or they may not be required to respond to your request(s).

2. Before approaching your instructors, think about what you will say. If you would like some privacy when you talk to them, ask for an appointment. Let your instructors know that you would like to speak with them about testing accommodations.

3. Present your instructor with the accommodations request form and say something like (include only those that apply to you):

   **For Test Accommodations:** “I am registered with DSPS and I have an authorization form for testing accommodations.”

   **For Notetaking Assistance:** “I am registered with DSPS and I would like your help in requesting a notetaker. I have two-part note paper that the notetaker can use. I will receive one copy and the notetaker keeps the other.”

   **For Tape Recording a Lecture:** “I am registered with DSPS and I have an accommodation to use a tape recorder in your class. It will be used only by me in my studies for your class.”

4. **Evening and weekend classes:** Check the Testing Center’s hours and make arrangements with your instructor so that the test will be there for you at the time you plan on taking the exam. For example, if the class will be taking a one-hour exam at 7:00 pm but the Testing Center closes at 5:30 pm and you receive time-and-a-half for tests, you should be taking the test in the Testing Center at 4:00 pm. Therefore, your instructor would need to get the exam to the Testing Center before 4:00 pm!

5. If the instructor asks why you need this accommodation, or what your disability is, provide a brief explanation. Here are some examples of how you might respond depending on your situation:

   “My disability causes me to process information more slowly so that I need more time to finish tests.”

   or

   “My disability causes me to be very easily distracted during tests, and I need a quiet place to take my tests.”

   You do not need to disclose the nature of your disability unless you feel comfortable doing so.

6. If a conflict or problem with an accommodation develops, remain calm, do not get into an argument with an instructor. Say, “Thank you,” then come directly to the Tutorial Learning Center and let the Learning Disabilities staff know what is happening. We will work with the instructor to ensure that your needs and the instructor’s needs are met.