



## **Student Affairs and Campus Life - Accessibility Services**

### **Discussing Your Academic Accommodations with your Faculty Member**

#### **CHECKLIST**

- Book a meeting with your Faculty Member early in the semester.
- Introduce yourself and tell the Faculty Member the course you are in.
- Email a copy of your Academic Accommodation Letter to the Faculty Member.
- Review the recommended academic accommodations with the Faculty Member:
  - Outline how your disability-related barriers impact your learning
  - Discuss why and how the recommended academic accommodations assist you as a learner
- Obtain the Faculty Member's acknowledgement to the email.
- Ensure Accessibility Services is CC'd on the acknowledgement. If not, forward a copy of the acknowledgement to [accessibility@mtroyal.ca](mailto:accessibility@mtroyal.ca).