



# *Disability Resource Center*

## **Instructor Notification Letter Procedure**

**Meet with your instructor(s) for each course you would like your accommodations applied.**

1. Request accommodations for each course through your AIM Student Portal. For more information, visit the [DRC website](#) and select the "AIM Access" menu item from the horizontal navigation bar.
2. Meet with each instructor during posted office hours on the syllabus or email them to schedule an appointment.
3. Tell your instructor you were advised to meet and discuss your accommodations.
4. Ensure you have access to your eligible accommodations. Student eligibilities are listed under "My Eligibility" in your AIM Student Portal.
5. Discuss how each accommodation will be carried out in their course.
6. If you have questions or concerns after this meeting, email your DRC consultant.

### **Key Points:**

- Accommodations begin when you meet with your Instructor to discuss accommodations for their course.
- Instructors view your Instructor Notification Letter in the AIM Instructor Portal.
- Your accommodation letter confirms you are eligible for these accommodations. Instructors do not need any additional information concerning your diagnosis or medical information.
- Instructors need reasonable notice to set up exam accommodations, which is considered at least 7 working days. Without reasonable notice, they may deny your accommodations on an exam.
- Any revisions of your accommodations must be discussed with your Disability Resource Center consultant.