



SAINT LOUIS UNIVERSITY
—
CENTER FOR ACCESSIBILITY AND
DISABILITY RESOURCES

A STUDENT'S GUIDE FOR COMMUNICATING WITH FACULTY/INSTRUCTORS

WHEN SHOULD I REACH OUT?

CADR recommends that students contact their instructors as soon as possible, either

- once they are approved for academic accommodations
- at the start of a new semester

HOW DO I TALK TO MY INSTRUCTOR?

The initial conversation doesn't have to be extensive. CADR suggests that students begin reaching out to instructors with an email or speaking with them after class or during office hours. Please see our email template on our [Student Resources webpage](#), under "Communicating with Instructors."

DO I HAVE TO DISCLOSE MY DISABILITY OR DIAGNOSIS TO MY INSTRUCTOR?

A student's disability or diagnosis, is confidential information and doesn't need to be disclosed when speaking with an instructor. It is up to the student's discretion if they want to disclose that information. Instructors should not ask a student what their disability or diagnosis is.

IF I DON'T WANT TO USE MY ACCOMMODATIONS, DO I NEED TO HAVE A CONVERSATION WITH MY INSTRUCTOR?

If you don't feel the need to use your accommodations in a course, you aren't required to communicate that with your instructor. However, CADR recommends that you remain transparent with your instructor about your accommodations intentions so they are aware that you will be not utilizing accommodations in the course.

WHAT HAPPENS IF I FACE CHALLENGES WITH THE USE OF MY ACCOMMODATIONS?

If you are requesting to use your accommodations in a course and an instructor creates a challenge or refusal to the use of your accommodations in the course, please reach out to CADR. If you are wanting to have a CADR staff member present in a conversation with your professor, please notify CADR with plenty of notice (at least two days).