

Emailing Your Professors – Part 2

Presented by Accessible Learning Services



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Example 2 – Accommodation Request:

Dear Professor Fallon,

I am a student in your Research Methods course on Wednesdays and am registered with Accessible Learning Services.

Earlier in the term you received a copy of my Accommodation Letter and I am attaching it to this email again for reference.

I am eligible for additional time for tests and request that my time in Courselink for the upcoming midterm be set for 1.5x regular duration.

Please confirm receipt of this email and advise if you have any questions or concerns.

Best regards,

Will Ferrel

1010966

wferre01@guelphhumber.ca

Accommodation Request: How Much Detail Do I Include?

Dear Professor Fallon,

I am a student in your Research Methods course on Wednesdays and am registered with Accessible Learning Services.

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Recap

- Can your ask be answered with yes or no or a simple sentence?
- Keep it simple and save discussion for conversations by phone or in person
- Know that you do not need to disclose diagnoses or personal information – in fact that makes it easier for professors to respond to your request
- Be professional, show gratitude to build a relationship
- Okay to follow up in two business days

THANK YOU.

Email: accessible-learning@humber.ca