

REQUESTING ACCOMMODATIONS FROM INSTRUCTORS - TIPS

****Please note – You do not have to disclose your formal diagnosis to instructors. You are required to share your Letter of Accommodation with instructors at the beginning of term, so the letter can be reviewed before you make a specific accommodation request.***

If you need to miss lecture(s):

1. Send an email to your instructor to explain you are missing class due to disability/medical-related reasons (not a cold or flu).
2. Follow any advice your instructor might give when you miss classes (what to read or when to meet with your instructor to discuss what you may have missed).
3. If you have questions about the material or need clarification, be sure to send an email to your instructor or speak with them directly upon your return.
4. If you miss a significant amount of lectures, and your instructor assigns attendance/participation marks, you will need to discuss an alternate way to earn the allocated percentage. You may be given a short written assignment, or transfer the percentage to another course requirement.

If you need an extension on an assignment:

1. Send an email to your instructor, talk to your instructor after lectures or during office hours. **This should be done before the assignment due date unless you are unable to do so due to episodic disability/medical-related reasons.**
2. Your request for an extension should include **why you cannot make the due date and how long you might need to complete the assignment.**
3. Your instructor will assign a new deadline date based on the information you provide, or may ask you to recommend a realistic due date given your circumstances at the time. If your instructor requests feedback from you regarding a new due date, **do not ignore this request.**

If you need to reschedule a test or exam:

1. Send email to your instructor and copy accessibility@uwinnipeg.ca in the email. Explain why you are unable to write on the original date (due to disability/medical-related reasons, not a cold or flu).
2. You will need to communicate with your instructor to set a new date for the rescheduled test or exam. **Inform AS staff about the new date and time ASAP** by email so we can make the necessary arrangements.
3. If your instructor does not support the rescheduling of a final exam after the formal exam period, you will need to speak to an Academic Advisor to find out more about seeking an “Appeal for Deferred Exam”.

If your disability is episodic, it can be hard to predict in advance when you will be feeling well enough to attend lectures, complete an assignment or write a test/exam. You are still responsible for communicating with Accessibility Services and your instructors in a timely manner.

In order for accommodations to work efficiently, there must be timely and respectful communication between students, AS Staff and UW faculty.