

Student Self Advocacy Document: Questions and Template

1. What kind of academic support are you currently receiving through DAS, if any?
 - a.
2. What kind of academic modification not listed above would make your learning easier while taking this class? This can include sensory, social, or academic needs. Make sure that this is SEPARATE from any accommodations through DAS.
 - a.
3. Are you in Capstone this year?
 - a.
4. Do you have any other time constraints that may make it difficult to finish work? (a full-time job, taking care of a family member, extended travel between home and campus, etc.)
 - a.
5. Do you have anything else that you would like to disclose to the professor that you haven't already discussed above?
 - a.
6. Do you have any other general concerns or questions for the professor?
 - a.

Email Template

Hello [PROFESSOR'S NAME],

My name is [NAME], and I am a [CLASS YEAR AND MAJOR]. I am writing to you because I am enrolled in your [COURSE NAME AND NUMBER] this coming [SEMESTER] and would like you to introduce myself, as well as make you aware of some important information about me. Through DAS, I am currently receiving [ANSWER TO QUESTION 1]. In addition to these supports, I would also appreciate [ANSWER TO QUESTION 2]. I understand that these things are not accounted for in my formal DAS accommodations, but I wanted to make you aware of them because they are relevant to me.

In addition to your class this semester [ANSWER TO QUESTION 5] I would appreciate some flexibility in that regard going forward, as I anticipate wanting to take advantage of your office hours frequently throughout the semester.

I am also working with the Neurodiversity Initiative, receiving support for executive functioning. I have cc'd Michael Lewis, the Student Support Specialist, in this email. If you have any questions regarding the Neurodiversity Initiative, he would be happy to help. I appreciate you taking the time to read this letter, and I look forward to taking your class.

Thank you

[Your Name]