

Discussing Your Academic Adjustment Plan

Understand Your Approvals

- **Review** your approved academic adjustments in the [ODR Online Module](#). Use the [website guidance](#) to determine the next steps for implementation. Contact ODR with questions about using approved academic adjustments.

Starting the Conversation

- **Check course materials & requirements** to identify where your adjustments may be needed.
- **Share your plan** with instructors via the [ODR Online Module](#). Use the [instructional video](#) for directions.
- **Have an interactive communication** with instructors as early as possible, but no later than five business days before intended use, to discuss the implementation of the approvals. Academic adjustments may not be provided without this discussion, and some may need to be planned in advance.
 - Talk in a private setting, such as during office hours or by appointment.
 - Email your instructor in advance to request a meeting.

Communicating Effectively

- **Tips:** Focus on your approved adjustments, not diagnosis or medical details. Clearly discuss and be specific about the logistics of how adjustments will be implemented.
- **Prepare Questions**, such as:
 - How will my testing provisions be applied? Will you provide my testing adjustments, or will Test Proctoring be needed?
 - What is the best way to communicate with you if any issues arise?
- **Follow up** with an email summary of the discussion.

Stay Engaged & Use Resources

- **Stay engaged** with ODR about your disability-related barriers and your instructor regarding course expectations and learning outcomes.
- Use [Campus Resources](#) to optimize opportunities for success.