



## Email Examples from Faculty to Students

### 1) Student welcome email after receiving the Accommodation Letter

Hello (Student name),

I'm writing because I received the *Faculty Notification Letter* regarding the accommodations you will be utilizing in my course. I want you to know that I'm eager to make those accommodations. Please feel free to set-up an appointment to talk with me about how I can best support you in our class together. Do let me know if there are moments in the course when I can better support your particular approach to learning. I am committed to providing a learning environment that is inclusive and accessible to all students. Please let me know how you would like to proceed.

Kind regards,

Professor W  
Department Name

Good Afternoon (student name),

I received your Faculty Notification letter from Disability Services and want to invite you to come and meet with me during my office hours. Providing access to this course is important to me and I want to ensure that we get an opportunity to discuss your accommodations and learning needs fully. We can also talk by phone if that is more comfortable for you. I look forward to hearing from you soon.

Kind regards,

Dr. X

### 2) When a student is not doing well and has not mentioned disability specifically.

Good Morning (Student name),

I am sorry to hear you are experiencing some difficulty in this course. I appreciate you letting me know. Seattle University has many options for you in terms of support. These include the Learning Assistance Program, the Writing Center, Disability Services, Student Health Services, Campus Ministries, The Office of Multicultural Affairs, and the Counseling and Psychological Services Center.

I encourage you to check out these resources as they may be able to provide you with support. Many students find them helpful and they are an integral part of what the University offers you as a student.

Best Regards,

Dr. Y  
Department Name

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**3) When a student meets with you and discloses that they do have a disability**

Dear (Student name),

Thank you for meeting with me today. Because you self-identified as having utilized disability-related accommodations in the past, I wanted to follow up with some information about Seattle University's Disability Services Office. Their office is in Loyola Hall 100 and they can be reached at (206) 296-5740 or at [DS@seattleu.edu](mailto:DS@seattleu.edu). [This is a Link to the DS website](#). I encourage you to make an appointment with them to explore the possibility of using accommodations.

Sincerely,

Prof. Z

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