

NOTIFICATION TO ACCESSIBILTY ADVISOR:

NOTE: If your concern is related to a missed test or extension request, please refer to your course syllabus/outline and follow the academic department's procedures.

Student Number:	
Student Last Name:	First Name:
Course Code:	Name of Instructor:
Instructor Email:	Alternate Course Contact:
<p>Please outline your concern related to accessibility – please be as detailed as possible and clarify how this is impacting your studies (e.g. concern re: course delivery, test/exam, lectures, assignments). If your concern is related to an upcoming test/exam or assignment, please indicate the date/time this is due or is scheduled to take place.</p>	
<p>Please outline what actions you may have taken to address this already, who was involved, and what the outcome may have been. Please be detailed:</p>	

Please indicate any other offices on campus you may have been in contact with regarding this matter (e.g. Registrar).

Next Steps:

- Please copy and paste this form into a new email and send to your Accessibility Advisor.
- If you are not sure who your Accessibility Advisor is, then please look at the top of your student Letter of Accommodation on AIMS for name and contact information.
- Concerns will be triaged according to urgency and most immediate needs to be addressed. Your continued patience and understanding is appreciated.