

# Faculty Notification Letters and Using Accommodations Each Trimester

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**Faculty Notification Letters** are the form you will use to notify faculty of approved academic accommodations. You must request a Faculty Notification Letter(s) for each Trimester (**Fall, Winter, or Spring**). You can request them by emailing [ada@csuglobal.edu](mailto:ada@csuglobal.edu). Disability and Accessibility Services will prepare the letter(s) and email them back to you within 1-2 business days. **NOTE: When you get your Faculty Letter, be sure to save it. It is your responsibility to forward the letter to each Professor you have a course with for that specific trimester.** The ADA office will send a Faculty Letter email reminder 3 weeks before each trimester.

Once your faculty receives the Faculty Notification Letter, they are expected to honor and apply the accommodations. If you ever experience otherwise, please reach out to Disability and Accessibility Services immediately for assistance.

Accommodations are not retroactive, so we recommend sending your Faculty Notification Letter(s) to your faculty at the start of each term. However, you are able to request and send the Faculty Notification Letter at any point in time each trimester.

Accommodations for texts in alternate formats, and accessible audio and video materials can take about 2-4 weeks to complete, sometimes longer. If you are approved for any of these accommodations, we recommend you reach out to Disability and Accessibility Services at least 3 weeks prior to the start of the term to notify our office of your course registration. This will help us ensure we have enough time to complete any accommodation requests prior to the start of the term.

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