



### **Email Draft to Send to Councillors/Profs:**

1. Go to your faculty's academic counselling, many have online help portals. If you have a designated academic counsellor, email them. Many will allow you to request accommodation on compassionate grounds without an in-person meeting.
2. Communicate your requests clearly. If you are struggling with deadlines, mental space in classes, or need an excused absence, state what would make your life easier right now amongst the conflict. Ask for your councillor to facilitate communication with your instructors to make it less taxing on you.
3. Email or speak to professors or instructors directly. You can reiterate that you have already begun to reach out to other resources at your school.
4. Take advantage of the mental health and spiritual counselling resources at your institutions. They may be able to provide help and accommodations that academic counselling cannot.

### **Subject line: Ukrainian (or Eastern European) Student Requesting Academic Accommodation on Compassionate Grounds**

Dear (blank),

I hope you are doing well, I wish I was emailing you under better circumstances. All of the Ukrainian Canadian students and Ukrainian students in Canada at (your school/your community) are in an intense, frightening position. We have not properly slept this entire week and are unable to do any work. Many of us are constantly checking in with friends and family here and abroad, trying to maintain communities of care around us, and organizing and mobilizing for one another. I do not know that words can properly express the state of agony and crisis my community and I are in. (you may choose to add in or change this part to ring true for you and your experience right now)

I am thus requesting academic accommodation on compassionate grounds and assistance with contacting my instructors and professors with immediate deadlines and classwork (and/or excused absences). I will be communicating with my instructors directly in the coming week, your assistance and support in doing so would be much appreciated.

\*In terms of emailing your professors or instructors, change the second paragraph to "I am in contact with my faculty's academic counselling department in requesting formal academic accommodation on compassionate grounds. As this is getting sorted out, I am requesting if it is possible to receive an extension on assignment X / due date X."

Best,  
(Your name)

\*\*Remember to advocate for what you need, do not feel like you are asking too much. If you need an extension, state that. If you need excused absences, state that.