

# Fall 2020 Access Plan Process: Confirmation of Understanding

This form is required of all students granted academic accommodations. If you have not already reviewed the "new for Fall 2020" process for setting up accommodations (by going to [www.dickinson.edu/AccessPlan](http://www.dickinson.edu/AccessPlan) and reading both the "Overview" and the "Student Instructions" pages), please do that before completing this form. If you've already done so, you're ready to roll!

1. As you now know, the system by which students will set up accommodations for Fall 2020 is called your "Access Plan" accessed via CLIQ on the Dickinson Gateway. To ensure that you understand your rights and responsibilities in setting up your accommodations, you were directed to review the guidance provided at [www.dickinson.edu/AccessPlan](http://www.dickinson.edu/AccessPlan). Have you reviewed those instructions? \*

- I sure did.
- No, not yet.

(If answered "No, not yet")

2. Please check out the Access Plan instructions now, so you're able to accurately confirm here your understanding of our newly developed online process for setting up academic accommodations.

- Done!

## 3. DISCLOSING AND IMPLEMENTING ACCOMMODATIONS

ADS does not contact professors to inform them of individual students' eligibility for accommodations. If you wish to implement any of the accommodations for which you are eligible, it is up to you to notify your professors. \*

- I'm in the driver's seat. Got it.

4. Your advisor could also be your professor this semester. If not, making your advisor(s) aware that you're eligible for accommodations is also prudent, as they may then be better able to assist you with your strategizing and course selections. \*

- Roger that.

5. The Fall 2020 process for disclosing your eligibility for accommodations to your professors requires logging into the CLIQ Access Plan, opening the "card" for each class, and clicking "Disclose to Faculty." \*

*What else is necessary in this process?*

- Indicating probable accommodation use on each Access Plan card
- Emailing professors to schedule an "Access Plan" meeting
- Emailing as an attachment the official accommodation letter
- All of the above!

(If you answered anything but "All of the above")

6. Yes, this is correct, but there's more... \*

- Okay, I'll try again.

7. You got it!

True or False? The reasons why a professor would appreciate seeing a student's Accommodation Letter and Access Plan card in advance of your meeting may include: \*

- *planning for how long you may need to meet*
- *considering which accommodations you envision needing*
- *knowing what their responsibilities are under the ADA and Section 504.*

- True
- False

(If you answered "False")

8. Oops, it was actually "True." \*

- I meant to say: These are all potential positives for a professor.

9. Bingo!

Disclosures to faculty can be done at any time, but it's best to do so as early in the semester as possible, as accommodations cannot be applied retroactively. \*

- I understand.

10. Do you have any Test-taking accommodations? \*

- Yes.
- No.

*If you answered "YES" to Question 10, please answer Questions 11, otherwise skip to Question 12*

## 11. TEST-TAKING ACCOMMODATIONS

Before your meeting, if you intend to use any test-taking accommodations, you'll also need to enter all test dates and times for each test/exam/quiz that will occur. This will create a continuous reminder for your professors of your planned use of test-taking accommodations. \*

Okie-dokie.

12 / 13.

Once you've submitted your Access Plan to your professors, it's your responsibility to let them know that you've done so and to schedule a time to meet to discuss your plan. \*

*ADS will provide you with an email template that, if you'd like, you can customize for each professor.*

Okay, I'm on it!

14 / 15.

During your meeting, you'll discuss what's on your Access Plan card. If you and your professor determine that changes are needed, you'll need to make them. (Only you, the student can.) \*

Got it! I'll be sure to have my Access Plan open during the meeting.

16. You'll also discuss whether and how your test-taking accommodations will be implemented, and go over the test dates and times you submitted in advance of your meeting. \*

*Because proctoring from ADS is not available for classes being offered remotely, you can expect your professor to administer all quizzes/test/exams.*

Understood.

17. Do you have any NOTE-TAKING accommodations? \*

Yes

No

18. Are you eligible for the accommodation to receive supplemental notes from a peer note-taker OR to audio record class? \*

Yes

No

*If you answered "YES" to Question 17 or 18, please answer Questions 19-21, otherwise skip to Question 22*

19. With regard to supplemental notes, it may be prudent to indicate on your Access Plan card that you are "Unsure of need," as it may depend on what you learn about the structure of the class or what your experiences are after being in class for a week or so.

Whether during your meeting or later, you can always revise your plan to indicate that you "Will" or "Will not" need supplemental notes. \*

Good to know.

20. If you request a peer note-taker, and one cannot be found, or if there is an issue with the notes you receive, be sure to notify your professor and ADS promptly so that we can identify how best to proceed. \*

Okay, if I make this request and there are any problems, I'll let you know.

21. If you are using a smart pen or other device to audio record class, you may not share, send, post, publish, make public, or duplicate any recordings without the written authorization of each recorded person. Failure to abide by these rules would be a breach of Dickinson's Community Standards as well as PA wiretap and copyright laws. \*

*Please print your name below to indicate understanding of these very important expectations*

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Your Name

22. Do you have an accommodation to be able to take notes using a laptop? \*

Yes

No

23. Unless expressly authorized by the professor, accessing the internet, social media and/or email is prohibited during class. \*

I understand.

24. (You're almost done!) At the conclusion of your meeting, it is your professor's job to finalize your Access Plan by clicking the "Acknowledge Accommodations" button from their faculty page. Once they do, ADS will automatically receive your Access Plan. \*

I'll make sure they know to click "Acknowledge Accommodations."

25. You have the right to avail yourself of any of the accommodations for which you have been deemed eligible. Although very rare, no accommodation can constitute a fundamental alteration to any essential requirements of a course, and your professors have been instructed to notify ADS if they believe this may be the case. \*

*If you or your professors have any questions or concerns about the implementation of any of your accommodations, please notify ADS.*

Noted!

26. Now that you have reviewed the guidance found at [Dickinson.edu/AccessPlan](http://Dickinson.edu/AccessPlan) and completed this comprehensive Confirmation of Understanding, how would you rate your confidence in knowing the steps to follow for establishing your Access Plan? \*

	Non-existent	Weak	So-so	Decent	Solid
Level of Confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

27. We'll be providing Access Plan tutorial guidance for anyone interested. Your readiness aside, what do you think of this accommodation set-up process?



28. Last of all... Are there any comments you'd like to add? Anything you're not really clear on, but you had no choice but to say that you understood? Are you concerned or psyched about this new process? Would a Zoom tutorial be helpful? Do you have any specific questions?

Please share any questions or remarks that you'd like about the upcoming semester and/or this new process.

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Please scan and email your completed form to [access@dickinson.edu](mailto:access@dickinson.edu).