

# ACCESS AND DISABILITY SERVICES

Old West-Lower Level | [access@dickinson.edu](mailto:access@dickinson.edu)

## FAQs ABOUT RECEIVING ACCOMMODATIONS AT DICKINSON

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### HOW DO I START THE PROCESS OF GETTING ACCOMMODATIONS AT DICKINSON?

Start by going to the page for [Documenting and Receiving Accommodations](#) at Dickinson. This page includes such links to our web-based disability disclosure platform as well as [Guidelines for Documenting a Disability](#). In the month of May, newly accepted Dickinson students are asked to complete their disability disclosure through the Dickinson College [Gateway](#), under the "Student Forms" tab.

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### DO I HAVE TO DISCLOSE THAT I HAVE A DISABILITY? (AND WHO WOULD KNOW IF I DID?)

Disclosure of a disability is voluntary, and only necessary if a student either wishes to receive accommodations or would like to have official documentation supporting eligibility of accommodations (whether you opt to use them or not). This information is kept confidential by Access and Disability Services. It appears nowhere on a student's record, and is not shared with any other department or individuals unless requested to be shared by the student.

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### WHAT HAPPENS ONCE I DISCLOSE AND SUBMIT DOCUMENTATION OF A DISABILITY?

The Dean and Director of Access and Disability Services, Marni Jones, will contact you to have a conversation with you about the accommodations you are eligible for and what you would like to have included in your potential accommodations. An [Accommodation Letter](#) intended for your professors will be written for you, but will not be given to any professors. That will be up to you.

You will be asked to schedule a meeting with Marni Jones at the beginning of the semester to get your letters and review the process, and then you will review your Accommodation Letter with each professor in whose class you would like to receive accommodations. The Accommodation Letter is more like a menu, than a prescription. You decide which, if any, accommodations will be necessary for each class.

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### WHAT IF I'M NOT COMFORTABLE DISCUSSING MY DISABILITY OR ACCOMMODATIONS WITH MY PROFESSOR(S)?

Discussing academic concerns or disability-related accommodations with professors can be difficult for some students, especially when it's the first time. Here are some [suggestions](#) to help you prepare for your conversations.

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## IS THERE A DEADLINE FOR DISCLOSING AND PROVIDING DOCUMENTATION OF A DISABILITY?

Accepted new students are encouraged to submit a Disability Disclosure Form using the link on the Orientation Webpage (which becomes active in May), by the deadline of **June 1<sup>st</sup>**, and to send in supporting documentation as soon as available. Returning students should complete and submit the Disability Disclosure Form accessed from the Forms button on the Gateway as soon as possible.

We ask that all students with documented disabilities who wish to receive accommodations at Dickinson submit documentation of a disability by **June 30<sup>th</sup>**. Students may begin this process later (at any time), but should be aware that after June 30<sup>th</sup>, Access and Disability Services may not have adequate time to review your documentation, go over the results with you (and possibly the evaluator), establish eligibility and prepare your Accommodation Letter in time for the start of the school year.

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## WHAT TYPES OF ACCOMMODATIONS ARE IMPLEMENTED AT DICKINSON?

Most accommodations that are recommended by a qualified evaluator in a diagnostic report (such as a psycho-educational or neuropsychological evaluation) would be implemented at Dickinson, though not necessarily all. Ask Marni Jones if you have any specific questions about accommodations. **Be sure your documentation includes recommendations for the accommodations necessitated by your diagnosis!**

Common accommodations include:

- Extended time on tests
- Testing in a distraction-reduced environment
- Maximum of one final exam per day
- Use of a note-taker or a recording device (such as a Live Scribe pen, or Audio Notes on Mac laptop)
- Use of a computer of note-taking and/or for essay tests

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## WILL DICKINSON WAIVE OR PERMIT COURSE SUBSTITUTIONS FOR THE FOREIGN LANGUAGE REQUIREMENT?

No. Although some colleges and universities offer alternatives for students whose ability to learn foreign languages is impaired, Dickinson College considers intermediate level mastery of a foreign language to be an essential component to a Dickinson education and a fundamental part of its commitment to prepare students for active roles in the global community after graduation.

**Consequently, no waiver of the foreign language requirement is available at Dickinson**, nor the use of course substitutions to meet the language requirement. This point is clarified on the [Requirements for the Degree](#) page of the Bulletin.

While Dickinson College will provide appropriate accommodations for students with disabilities to support their ability to succeed in the foreign language curriculum, including tutoring, if a student is unable to master a foreign language with accommodations at Dickinson College, they will not be able to earn a Dickinson degree. What we have found, however, is that many students with disabilities who make an appropriate effort in our foreign language curriculum, and who are supported by appropriate accommodations, do succeed in those courses and go on to earn Dickinson diplomas.

**One alternative** for students whose capacity to learn a foreign language is impaired **is to enroll in courses in American Sign Language**. Such courses are not currently taught at Dickinson, but can be transferred in to fulfill the foreign language requirement. Students wishing to pursue this option should contact Marni Jones to learn more about studying American Sign Language.

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