

ACCESS PLANS 101: FACILITATING STUDENT ACCOMMODATIONS

Student and Faculty Responsibilities Under the ADA and 504

Each semester, if one or more students notifies you of their eligibility for academic accommodations in your class(es), you will be asked to confirm your understanding of the following steps in the "Access Plan" process, as well as your and your students' rights and responsibilities under disability law (the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act).

Here are the essential elements to implementing academic accommodations and providing equitable, non-discriminatory access to students with disabilities:

1. It is important to meet **individually and confidentially** with each student who has sent you a meeting request to discuss the accommodations that they have disclosed to you in their Access Plan.
2. Students who submit an Access Plan through CLIQ are to indicate the usage intentions for each accommodation. Once submitted, they must request a meeting with you to review and finalize their Access Plan.
3. During the Access Plan meeting, discuss the intended use of each accommodation. If changes are needed to a student's submission, those changes are made by the student from their Access Plan page in CLIQ, ideally during your meeting. (For this reason, students have been advised to have their Access Plan open on their own device.)
4. **Students** who have and wish to use their test-taking accommodations are instructed by ADS to **list the dates of all timed assessments** ("tests") as a part of their Access Plan submissions. For each test listed, **you** (NOT the student!) **will need to indicate whether it will be administered by you or by ADS** from the "Test-Taking Request" tab of the Access Plan acknowledgement page. (ADS proctoring is available only for in-person exams.)
5. For students wishing to use their test-taking accommodations, they should enter the dates of all timed assessments ('tests') before your Access Plan meeting so that during the meeting, you, the faculty, can indicate which of the tests you will administer yourself and which tests will need to be proctored by ADS. Please be sure you have specified whether you will or will not need proctoring from ADS before the conclusion of your meeting.

NEW! If students have not entered their test dates into their Access Plans in advance of your meeting, we recommend that you postpone the meeting until they have completed this essential step.

6. At the conclusion of your meeting, you will need to click 'ACKNOWLEDGE' to confirm that you have established a plan for implementing the accommodations determined to be necessary. Each Access Plan acknowledgement and all associated test-taking plans will be electronically conveyed to ADS.
7. A student's **Access Plan can be revised after your meeting**, and in some cases, it may be prudent for a student to wait and see whether the use of a specific accommodation may be necessary. If students wish to make any changes to their Access Plan, **they will need to resubmit their revisions**,

which you will then need to "ACKNOWLEDGE" in CLIQ.

8. Students may request implementation of the accommodations for which they are eligible **at any time in the semester**, provided that you have sufficient notice to implement them.
9. **No accommodation should necessitate a fundamental alteration** of the learning objectives for your course. If you believe an accommodation might do so, you should contact ADS Dean and Director Marni Jones for reasonable alternatives that ensure equitable access.

Find comprehensive guidance at www.dickinson.edu/AccessPlan.