

Process for Receiving Accommodations

1) DISCLOSE AND DOCUMENT YOUR DISABILITY

Follow the step-by-step instructions at www.dickinson.edu/access. Click on “Disclosing and Documenting.”

2) CONTACT ACCESS AND DISABILITY SERVICES (ADS) TO ENSURE THAT ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED.

3) SCHEDULE AN “ACCOMMODATIONS DISCUSSION” WITH DEAN AND DIRECTOR, MARNI JONES.

Once you have submitted your documentation, you must schedule a 30-50 minute discussion with Access and Disability Services (ADS) Dean and Director, Marni Jones. For incoming first-year students, this discussion will typically take place in the summer months by telephone. Marni will discuss with you the accommodations for which you are eligible, and you will determine which of these you would like to implement at Dickinson. Marni will then write an accommodation letter for you to give to your professors informing them of which accommodation(s) you are eligible to receive.

4) SCHEDULE AN “ACCOMMODATIONS IMPLEMENTATION MEETING” WITH DEAN AND DIRECTOR, MARNI JONES.

Plan to meet with Marni Jones as soon as possible in the semester to go over your accommodation letters and the necessary related forms. Delaying this meeting could result in delayed accommodations. Marni’s schedule will be very tight, so aids to assist you in remembering the time/date of the meeting are recommended!

5) SUBMIT THE ACCOMMODATIONS YOU INTEND TO USE TO YOUR PROFESSOR THROUGH THE ACCESS PLAN

Refer to [this overview and guidance](#) to learn how to disclose your accommodations to your professor!

6) SCHEDULE “ACCOMMODATION IMPLEMENTATION MEETINGS” WITH EACH PROFESSOR.

In each class that you are seeking accommodations, you must meet with the professor to establish your implementation plan. You should schedule the meeting as early in the semester as possible as **no accommodations will be granted until a professor is presented an accommodation letter and a meeting has been scheduled to discuss implementation. No retroactive accommodations will be granted.**

7) DISCUSS ACCOMMODATIONS WITH EACH PROFESSOR

Your professors will not know about your request for academic accommodations until you inform him or her through the Access Plan. When you meet, discuss which accommodation(s) you are seeking for that particular class and how each accommodation will be implemented. After your meeting, your professor will acknowledge the accommodations you have chosen to use in the Access Plan. This verifies that both you and your professor have a clear understanding of the accommodation arrangements that you’ve made. **Remember that if you have test-taking accommodations, you’ll need to take each of your schedules into consideration and determine whether you’ll need a test proctor or not.**

8) BE PROACTIVE!

Keep an open channel of communication with all of your professors and with ADS. If you feel you are eligible for an accommodation that is not included in your Accommodation Letter, discuss this with Marni Jones as soon as possible. Tap into the many resources Dickinson has to offer (including help from your professor, academic advising from your Advisor, peer advisors, or your Class Dean; tutoring, counseling and wellness services, writing support from the Writing Center and study skill and time management guidance). **Be your own best advocate, and know that support is here for you when you need it.**