

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 INSURE 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) 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.**

6) DISCUSS ACCOMMODATIONS WITH EACH PROFESSOR

Your professors will not know about your request for academic accommodations until you inform him or her. When you meet, let each professor know which accommodation(s) you are seeking for that particular class and discuss with him or her how each accommodation will be implemented. **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.**

7) SIGN CONFIRMATION FORM

You will each then sign a *Accommodation Implementation Discussion* form, commonly referred to as “The Blue Form.” If you or your professors have any questions or concerns about any accommodations, or if you are unsure about implementing any accommodations, this should be noted on the *Blue Form*.

8) RETURN EACH SIGNED BLUE FORM TO ACCESS AND DISABILITY SERVICES ASAP.

Your signed *Blue Form* verifies that both you and your professor have a clear understanding of the accommodation arrangements that you’ve made. Return each signed Blue Form to the ADS Proctoring Center in the Old West’s Lower Level within 3 days of meeting with your professor. This timing is critical if we are to have adequate time to make arrangements for your accommodations.

9) 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.**