

Access Plan Meetings: Discussing Accommodations with Professors

Here are some suggestions to help you prepare for and have great Access Plan meeting conversations:

BEFORE

- **Schedule your meeting as early in the semester as possible.** Follow the “Scheduling Appointments with Professors” guidance document to assist you with this. If it feels overwhelming to meet with your professors, start by meeting with the ones with whom you are most comfortable.
- **Organize your thoughts prior to the meeting.** Review what accommodations you indicated that you’ll use. Be sure to write down any questions you have and bring them along. If you have test taking accommodations and tests in a course, please enter them in your Access Plan before your meeting.
- **Take your schedule, the syllabus, and your laptop!** If you don’t have a laptop, you can borrow one from the HelpDesk in the basement of the library. You’ll need one to make any necessary revisions to your Plan based on the conversation you have with your professor.

DURING

- **Let the Access Plan be your guide.** Focus the discussion on your accommodations, not your disability. If you are comfortable discussing your challenge areas and your related strengths, this could be mutually beneficial, and it’s fine to share specifics if you so choose, but you do not need to disclose the reason why you have accommodations to professors.
- **Be open to suggestions from professors, but know your rights.** Accommodations may require a collaborative effort, and professors might have creative suggestions for how best to meet your access needs. But if a professor tells you an accommodation is not possible, you can ask them to contact ADS and you should do the same so we can assist.

FOR THOSE WITH TEST-TAKING ACCOMMODATIONS AND TESTS:

- **Make sure you enter all test information** in the Access Plan “Test-taking Set-up” section. Then review each exam/test/quiz during your meeting with your professor and make sure that your professor conveys in their Access Plan the “where & when” plan you determine.
- **Be aware of logistical limitations.** If you have extended time on tests and you prefer to test in the classroom, but the professor has a class right after yours, inquire about starting early. Depending on the room and your professor’s availability, it may be necessary to take some or all tests in the ADS Proctoring Center (where we’ll contact faculty if you have questions).

If you still feel uncomfortable connecting with your professors on your own, just reach out to ADS to let us know and a member of our staff would be happy to join you remotely or in person.

AFTER

- **Reconnect with ADS if you need to.** If you are uncomfortable with how your meeting with a professor went, or you’re experiencing barriers of any kind, contact ADS by emailing access@dickinson.edu, calling 717-245-1734, or in person Monday- Friday 12 - 2pm.

Statistics have shown: Academically successful students who are eligible for accommodations are those who understand their access barriers, use the accommodations necessary, and tap into an array of resources including time management strategies, peer support and professor’s office hours.

You’ve got this! 😊