



PROCEDURE for ACADEMIC ACCOMMODATIONS for STUDENTS with DISABILITIES			
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Policy Type	Academic	Initially Approved:	
Policy Sponsor	Provost, VP Academic	Last Revised:	February 2023
Administrative Responsibility	Executive Director, Enrolment Management and Registrar	Review Scheduled:	February 2028
Approver	General Faculties Council		

A. Purpose

The purpose of this procedure is to outline the University’s process for Accessibility Services registration and determination of accommodations for a student with a disability. This document covers procedures for new registrations with Accessibility Services and new semester reactivation of accommodations for current accessibility students.

B. Definitions

1. “Letter of Accommodation” refers to the letter detailing the accommodations approved for use by a specific student. A new Letter of Accommodation is produced each semester and is provided to the student, faculty members, and kept on file in Accessibility Services. No information on medical diagnosis(es) or challenges/barriers that result from the diagnosis(es) are included in the Letter of Accommodation.
2. “Accommodation Support Plan” refers to the plan created to support the student that includes details about barriers and challenges faced as a result of the diagnosis(es), the student’s experiences with previously used accommodations, specific requirements for exam environments, and the list of approved accommodations detailed in the Letter of Accommodation.
3. “Faculty Acknowledgement” refers to the communication a faculty member signs once they have met with a student to discuss the specifics of how an approved accommodation will be used in their course.
4. “Lecture Recording Agreement” refers to the document that details the agreement between a student and Ambrose University that covers the guidelines for use of recorded lecture material.

C. Procedure

Students can request academic accommodation on the basis of disability as per the Academic Accommodations Policy.

1. New Accessibility Services Registration

- 1.1. Student contacts Accessibility Services to initiate accessibility registration process. The Registration and Consent for Services form is signed and includes permission for Accessibility Services to view and store confidential medical information.
- 1.2. Student submits appropriate medical documentation. Full cost and time spent obtaining medical documentation is the responsibility of the student. Medical documentation must be provided in English, be created by a professional with expertise in the area of the specific disability/health condition. It should describe the current impact of the disability/health condition in the learning environment and may recommend appropriate accommodations.
- 1.3. Accessibility coordinator and student meet to develop an accommodation support plan, this support plan is tailored to the student's needs, not generalizations based on a diagnosis. Information in medical documentation, past experience of the student, coordinator's best practice knowledge, and consultation with external experts, as needed, are used to develop the accommodation support plan. All approved accommodations included in the support plan must align with information contained in medical documentation.
 - 1.3.1. If the approved accommodations include a Lecture Recording accommodation, student must sign the Lecture Recording Agreement. Student and faculty will discuss lecture recording at the meeting set out in 1.5.
- 1.4. A Letter of Accommodation is produced for the current semester that details each accommodation included in the student's support plan.
 - 1.4.1. Accessibility Services send the Letter of Accommodation to the student as a PDF document.
 - 1.4.2. Student submits the Letter of Accommodation electronically to faculty member(s) for each course in which they want to use accommodations; students are encouraged to submit their Letter of Accommodation as soon as possible. Access to accommodations is required from the time the student delivers the Letter of Accommodation to a faculty member and is not backdated. From the point of delivery of the Letter of Accommodation a reasonable period of time is allowed for faculty to implement the accommodation(s).
 - 1.4.3. A request for faculty acknowledgement accompanies the Letter of Accommodation along with a request to meet and discuss accommodation details with the student. Faculty members should contact the accessibility coordinator to discuss any concerns raised by the Letter of Accommodation.
 - 1.4.4. If the student or faculty member has a concern with the Letter of Accommodation, they have five Business Days from date of electronic receipt of letter to appeal the terms of the Letter of Accommodation to their Dean or Associate Dean. (If the Dean or Associate Dean is the instructor, then the appeal is to the VP Academic.) The Dean will review the concerns and may consult with the VP Academic or obtain legal counsel.

The Dean, or VP Academic depending on the situation, will either confirm or modify the Letter of Accommodation within five Business Days of receiving the appeal. The decision is final.

1.1. Student and faculty member meet to discuss reasonable implementation of accommodations specific to the course design.

1.1.1. Following this meeting, faculty member confirms receipt of the Letter of Accommodation by completing a faculty acknowledgement form which is logged with Accessibility Services. If no faculty acknowledgement is obtained, the student may be unable to book accommodated exams through Accessibility Services for that course.

2. Reactivation of Accommodation Plan for New Semester or Request of Changes to Accommodation Plan

2.1. Students already registered with Accessibility Services submit a New Semester Request Form to request a new semester reactivation of accommodations.

2.2. If no changes to accommodations are requested, a Letter of Accommodation is prepared for the current semester and faculty are contacted as set out in 1.4 & 1.5

2.2.1. If no changes are requested, but the accessibility coordinator wants to meet with the student to discuss the new semester or any other details specific to the student, the Letter of Accommodation will be prepared after this meeting takes place.

2.3. If changes to accommodations are requested:

2.3.1. Student and accessibility coordinator meet to discuss requested changes.

2.3.2. Medical documentation is reviewed and new documentation requested, if needed, to support changes. Only accommodations that align with medical documentation and diagnostic information are added to the accommodation support plan.

2.3.3. A new Letter of Accommodation, including changes, is prepared for the current semester and faculty are contacted as set out in 1.4 & 1.5

D. Timelines

Students can be diagnosed with a disability, or experience disability-related challenges that require changes to existing accommodations, at any time. Registered accessibility students are also encouraged to understand their needs and advocate for accommodations when needed. Recognizing this, new registrations with Accessibility Services, and changes to accommodation support plans, continues throughout the academic year in keeping with the following deadlines.

1. To facilitate the development of reasonable implementation of academic accommodations at the earliest possible point in the semester, returning accessibility students will reactivate their accommodation support plan so that their Letter of Accommodation is delivered to faculty within two weeks of the first day of each semester.

2. The deadline to submit appropriate documentation to Accessibility Services for a new Accessibility registration, or to make changes to an existing accommodation plan for the current semester is three weeks before the last day of classes each semester. Any requests received after this deadline may not be processed for the current semester.

3. In the case of extenuating circumstances occurring after the deadline, Accessibility Services and the Office of the Registrar will work together to accommodate end of semester requirements for students on a case-by-case basis.
4. Accommodations exist that may require more notice to process including, but not limited to, access to sign language interpretation, braille documents, etc.

E. Associated Policy

Academic Accommodations Policy

Recording of Lectures Policy

F. Related Documents

Letter of Accommodation Template

Lecture Recording Agreement

Academic Accommodation Resource Guide