



STUDENT ACADEMIC ACCOMMODATIONS PROCEDURES

Procedure Type:	Academic	Initially Approved:	May 27, 2021
Procedure Sponsor:	Dean, Academic Programs & Provost	Last Revised:	May 27, 2021
Responsible Unit:	Dean of Students	Review Scheduled:	May 2026
Approver:	General Faculties Council		

A. PROCEDURES

1. GENERAL

1.1 The University understands and recognizes the duty to provide Accommodations and is committed to decreasing and/or eliminating academic barriers for Students with Disabilities in accordance with the *Act*. Students diagnosed with disabilities that may affect academic success have access to special services that support the development of an accommodation plan to assist with participation in programs and courses.

1.2 All defined terms in this Student Academic Accommodations Procedure have the same meaning as the defined terms in the Student Academic Accommodations Policy.

1.3 Accommodation(s) provide for changes made to an education rule, standard, policy, practice, or environment, which enables Students with Disabilities to experience equal opportunities as others without compromising academic standards.

1.4 Academic Accommodations require supporting documentation, from a health care professional with expertise in the area of the specific disability/health condition, to develop a short term or annual plan based on identified needs.

1.5 Access to Academic Accommodations at the University is often a coordinated effort between the faculty, the student, and Student Services in the best interests of the student, the study body as a whole, the requirements of the course(s) and available resources.

1.6 Accommodations at the University are classified as Basic Accommodations or Enhanced Accommodations:

- a. Basic Accommodation Services are supported by the University and include extensions on due dates for course assignments, adjustments to class attendance, alternate

formats for assignments, access to a computer and exam accommodations such as extended time, distraction-free environments and use of personal computing.

- b. Enhanced Accommodations are often funded by grants and external sources and include sign language interpreter, computer assisted real time transcription reporting (CART), specialized software, equipment/assistive technology, access to a private tutor or learning strategist and reasonable adaptations or modifications to studio layout, furniture, or equipment.

2. ROLES AND RESPONSIBILITIES

2.1 Student Responsibilities:

- a. Students are expected to become familiar with the Student Academic Accommodations Policy and Student Academic Accommodations Procedures.
- b. Where an existing documented diagnosis exists and to facilitate the development of academic accommodations at the earliest possible point in the term, students will inform Student Services of the need for Accommodation by submitting a request form and any other documents required within two weeks of the beginning of each term. Students who are diagnosed during the term may also submit a request and supporting documentation. Forms are available on the University website [Registration for Academic Accommodations](#)
- c. Where Accommodation requests relate to the scheduling of a class, test, exam, or assignment, the request must be made no later than ten business days prior to the class, test, exam, or assignment due dates. Delays in informing the University of the need for Accommodation may limit the University's ability to provide Accommodations.
- d. Accommodation costs, in some circumstances, may be a shared cost between the Student and the University.
- e. Students requesting Accommodations should be prepared to:
 - i. Identify the Protected Ground that gives rise to the need for Accommodation;
 - ii. Provide details on the nature of the Accommodation requested;
 - iii. Provide supporting documentation within timelines established by Student Services, if requested;
 - iv. Participate and cooperate in the process of assessing and determining a reasonable Accommodation; and
 - v. Meet *Bona Fide* Educational Requirements, including admission, progression and graduation requirements that are essential to maintain the academic integrity of a course.
- f. Students must fulfill their duty to participate in the Accommodation process. This includes, but is not limited to:
 - i. Engaging in discussions of reasonable Accommodation options with Student Services, Faculty, and other staff, as required;
 - ii. Providing information and documentation to Student Services, as required. Documentation requested may include psycho-educational assessments, medical reports, and other related documents. Documentation should be current (up to 3 years old).
 - iii. Complying with a reasonable Accommodation plan and Student-Instructor Accommodation Contract.
 - iv. Providing the Student-Instructor Accommodation Contract to the instructor

and working with each instructor to make arrangements for specific Accommodation requests such as extension due dates, expectations for class attendance and exam accommodations.

- v. Informing Student Services if a disability is suspected but not documented or if documentation is not current.
- g. Requests for Accommodation are confidential. Student information, including requests for Accommodation, supporting documents, and any Accommodation Contracts are shared only when necessary, to evaluate the request or on a need to know basis. All personal information collected, used, or disclosed will be in accordance with the *Freedom of Information and Protection of Privacy Act*. If students have questions about the collection or use of this information, please contact the FOIP Coordinator, University Human Resources.

2.2 Student Services Responsibilities:

- a. Student Services will review and be familiar with the Student Academic Accommodations Policy.
- b. Student Services will co-ordinate accommodations for students diagnosed with a disability, to provide information and mechanisms to successfully support the delivery of the accommodations in collaboration with staff and faculty.
- c. Student Services will communicate with students about the required documentation that must be submitted and applicable timelines. Once documentation is received, Student Services will work with students and faculty to create a plan, including but not limited to, the Student-Instructor Accommodation Contract. In situations where there is no documentation of disability available, Student Services will support students to work with the appropriate resources to verify and document the disability.
- d. Student Services will ensure that the Student-Instructor Accommodation Contract form is completed and available to students, faculty, and other appropriate staff. If there are no concerns, this form will be finalized by indicating the Accommodation(s) request is approved. If approved, the form will specify details of the Accommodation(s) and students will be advised of the approval.
- e. Student Services will research and help to facilitate the possibility of financial assistance to cover the cost of requested Accommodation(s). The costs for the purchase of services, equipment and supplies are a shared responsibility with the students.
- f. Student Services must ensure that all faculty are provided with the information pertaining to Student Academic Accommodations.
- g. Student Services will provide coaching, training, and other consultations regarding Accommodations for both students and instructors and other staff.
- h. Student Services will manage the students' files. Student Services will keep written records of all relevant forms, including, but not limited to: the Release of Information form; the psycho-educational assessment or medical documentation that identifies the disability; the finalized Request for Accommodation Form and the Student-Instructor Accommodation Contract.
- i. Student Services will monitor the effectiveness of the academic Accommodations and co-ordinate changes or referrals to other support services available within Student Affairs.

2.3 Faculty, School Directors and Dean of Students Responsibilities:

- a. Review and be familiar with the Student Academic Accommodations Policy.

- b. Understand that the Duty to Accommodate is a shared responsibility between students and university employees.
- c. Ensure all students are aware of the process for registration with Student Services regarding Academic Accommodations.
- d. Respond to student requests for Accommodation in accordance with the Policy.
- e. Implement Accommodations as outlined in the Student-Instructor Accommodation Contract.
- f. Work with Studio Educational Art Technicians to implement Accommodations as required and outlined in the Student-Instructor Accommodation Contract.
- g. Seek advice, assistance, or input from Student Services, other instructors in the same discipline, studio Educational Art Technicians, School Directors, Director of Human Resources or designate, as well as the Dean of Students, in all those situations where the Accommodation(s) under consideration may deviate from the qualifications, educational program requirements or performance standards set by the University. Further, where there are concerns about workload, instructors must consult with their respective School Directors.
- h. Facilitate an Accommodation process that promotes equitable access to all courses, courses of study, programs, and other services.
- i. Protect the privacy, confidentiality and autonomy of students requiring Accommodation, subject to sharing information when necessary, to evaluate a request for Accommodation or on a need-to-know basis.
- j. Consider and assess all Accommodations requests on a case-by-case basis and in a timely and responsive manner.

2.4 Dean, Academic Programs Responsibilities:

- a. Consider and decide upon appeals made under the Student Academic Accommodations Policy.

3. REVIEW PROCEDURES

3.1 If a student, faculty, instructor, School Director, Dean, or other staff member has a concern with the Accommodation and/or Student-Instructor Accommodation Contract, they may appeal the decision to the Dean, Academic Programs, within 10 days of the Accommodation and/or the Student-Instructor Accommodation Contract being finalized. The Dean, Academic Programs, in consultation with the Dean of Students, will review the concerns raised, and may consult with other departments (i.e. Legal or Human Resources).

3.2 The Dean, Academic Programs, will either confirm or modify the Accommodation and/or the Student-Instructor Accommodation Contract within 7 days of receiving the Appeal. The decision of the Dean, Academic Programs will be final.

3.3 Failure to provide reasonable Accommodation(s) where required by law may be considered discrimination and can be addressed through the following:

- a. Alberta University of the Arts Respectful Workplace Policy and Procedures, and/or
- b. Alberta Human Rights Commission.

B. RELATED POLICIES

- Alberta University of the Arts – Student Academic Accommodations Policy

- [Duty to Accommodate](#)
- [Respectful Workplace Policy](#)
- [Respectful Workplace Procedure](#)

C. RELATED LEGISLATION

- [Post Secondary Learning Act](#)
- [Alberta Human Rights Commission - Human Rights Guides](#)
- [Canadian Charter of Rights and Freedom](#)

D. RELATED DOCUMENTS

- Request for Academic Accommodations Form
- Functional Assessment and Accommodation Form
- Student-Instructor Accommodation Contract

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)