

Request for Academic Accommodations

AUArts provides support for students seeking academic accommodations through the Student Services Office. Accommodations may be requested due to **illness, injury, documented disability** or other **extenuating circumstances** and are subject to the approval of the instructor. Academic accommodations do not exempt students from meeting course and program standards.

AUArts generally allows for the following types of classroom or studio accommodations:

- Adjustments to class attendance expectations
- Extensions on deadlines for projects, assignments etc.
- Deferred examinations
- Extended time for tests and examinations
- Provision of distraction free space
- Use of specialized computer software

Other accommodations not listed may be available upon request.

Process

Step 1: Complete all sections on both pages/sides of this form. Ensure your Statement and a completed *Functional Assessment and Accommodation Form* or other medical documentation are attached. Please provide the course syllabus for each course requiring accommodation(s).

- **Please note, incomplete requests will not be considered and will result in a delay in approval.**

Step 2: Submit a single PDF emailed to learning.assistance@auarts.ca with “Academic Accommodation Request,” first/chosen and last name, Student ID and term in the subject line of the email.

Step 3: Request will be reviewed by the Manager, Student Life and Wellness.

Step 4: Students will be notified of status of request by email, typically within 3 business days. Please note, this may be longer during peak periods.

Step 5: Student notifies Instructor(s) of accommodation(s) via *Student-Instructor Accommodations Contract*.

Documentation

Generally, two pieces of supporting documentation are required – a Statement and medical documentation.

The Statement should outline the reason for the request and must clearly state the date(s) impacted and anticipated recovery or return to campus (if applicable).

Medical documentation is required for all requests relating to illness, injury or disabilities and must include the following: disability/medical condition, permanence and duration, the academic accommodations needed and any other needs/recommendations. Medical documentation is preferred in the form of the *Functional Assessment and Accommodation Form* but a letter or report from an appropriate medical professional is accepted.

NOTE: Students whose current medical documentation is on file from previous related accommodations are not required to resubmit documents unless the new request is for additional or different accommodations.

Student Information

Student ID:	Student last name:	Student first or chosen name:
Phone number:	AUArts email:	Program / Major:

Courses Impacted and Accommodations Requested

Note:

- Accommodation Request field must be completed with specific accommodation needs, requested for each deliverable.
- If you are requesting accommodations for multiple deliverables in the same course, please use separate lines for each deliverable.

Course subject, code & section	Instructor name	Academic deliverable & grade weight	Due date or exam date	Accommodation request (If requesting extension, include requested new due date.)	Request approval (Office use only)
<i>e.g. ENGL 101 9A</i>	<i>E. Hemmingway</i>	<i>Essay #2 – 25%</i>	<i>January 20, 2020</i>	<i>Extension on Deadline by 1 week to January 27, 2020</i>	

Declaration

In signing this form, it is understood that this declaration will be kept on file under the Freedom of Information and Protection of Privacy Act (FOIP) and understanding that knowingly providing false information or documentation is subject to sanction under the AUArts Student Conduct Procedure.

Student signature:

Date:

Office Use Only

Documentation attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date decision(s) made:	Staff initials:
Documentation on file: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student advised: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date student advised:

