

AUArts provides support for students seeking academic accommodations through the Student Services Office. Students with diagnosed sensory, learning, cognitive, physical, neurological, psychological, and temporary disabilities that may affect academic success have access to special services that support the development of an accommodation plan to assist with successful participation in programs and courses. 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 this form accurately.

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

Step 2: Complete Functional Assessment and Accommodation Form or submit supporting medical documentation.

Step 3: Send both forms to [learning.assistance@auarts.ca](mailto:learning.assistance@auarts.ca)

Step 4: Coordinator of Academic Accommodations will contact you to discuss your request and next steps.

## Documentation

Generally, two pieces of supporting documentation are required – a Statement, which states the reason for the request and medical documentation.

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>D. Smith</i>	<i>Essay #2 – 25%</i>	<i>January 20, 2020</i>	<i>Extension on Deadline by 1 week to January 27, 2022</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:

# Statement for Academic Accommodations

## Statement

Please write your Statement below or attach it as a separate page. The Statement should be three to four sentences explaining the reason for the request for academic accommodations.

Student signature:

Date:

*Updated: June 2021*