



Accommodations for Students Procedure	
Policy: Accommodations for Students with Disabilities	
Category: Academic	Approval Date: February 12, 2021
Procedure Owner: Academic Council	Effective Date: July 1, 2021
Procedure Administrator: Accessibility Services	Review Period: 5 years
Associated Documents: n/a	

PURPOSE

To provide appropriate and reasonable accommodations for students with disabilities.

PROCEDURE

Student responsibilities:

1. Contact the Accessibility Coordinator and identify needs as soon as possible in order to arrange accommodations and services.
2. Provide Documentation.
3. Collaborate with Accessibility Resources staff to determine appropriate resources/services and sign the accommodation agreement.
4. Apply to funding sources to cover the cost of services when eligible.
5. Follow established procedures to access specific services and accommodations.
6. Utilize strategies that foster independence and self-advocacy skills.
7. Request accommodations seven calendar days prior to completing an examination or assessment.
8. Inform and discuss with the instructor the accommodations required in the accommodation agreement.

Accessibility Resources Coordinator responsibilities:

1. Follow established procedure to determine appropriate and reasonable accommodations on a case-by-case basis.
2. Develop an accommodations plan with the student and sign the accommodation agreement.

3. Inform and refer student to funding sources as appropriate.
4. Connect the student to service providers as needed.
5. Assist the student to develop self-advocacy skills to increase their independence. When necessary, advocate on their behalf.
6. Maintain a confidential file for each student that includes documentation, case notes, accommodations, consent to release information, and service history.
7. A student's disability remains confidential unless informed consent is provided by the student to the Accessibility Coordinator.
8. Advise the student of approval or denial of accommodation requests. In instances where an accommodation is denied, the Accessibility Coordinator refers the student to the Student Appeals Policy.
9. Provide advice regarding universal design, accommodations, essential outcomes, and compliance with legal responsibilities.

Faculty responsibilities:

1. Assist in the implementation of accommodations for a student as recommended by Accessibility Resources.
2. Follow established procedures for implementation of accommodations as required.
3. Identify and communicate the essential outcomes for successful completion of the course by students with accommodations.
4. Work with Accessibility Resources to develop solutions, if possible, in situations where the recommended accommodations could compromise the ability of the student to demonstrate the essential outcomes required for successful completion of the course.