



## Medicine Hat College Procedure ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES

Procedure #: PR-SD-05-01  
Procedure Authority: Manager, Student Engagement  
Executive Sponsor: Associate Vice-President, Student Development  
Approved by: Associate Vice-President, Student Development.  
Effective Date: March 16, 2017

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### 1. PURPOSE

The purpose of this procedure is to provide guidelines, direction and to designate responsibilities for students, Accessibility Services and faculty in regard to a request for the provision of Academic Accommodation for Students with Disabilities.

### 2. SUPPORTING

- SD-05 Academic Accommodation for Students with Disabilities (the **Policy**).

### 3. DEFINITIONS

Other terms used throughout these procedures that are not otherwise defined herein, shall have the meaning ascribed to as such under the Policy.

- **Alternative Format Materials:** electronic, audio, braille or large print versions of standard print educational materials (e.g. textbooks, novels, student guides etc). Electronic versions include but are not limited to e-text, scanned text and web-based text.
- **Learner Independence:** a learner's ability to manage their own learning activities in order to achieve the desired learning outcome.
- **Letter of Introduction:** documentation that provides approval, outlines responsibilities and establishes protocols for both the student and the instructor for exam accommodation(s).

### 4. PROCEDURE

#### 4.1 RESPONSIBILITIES OF STUDENTS REQUIRING ACADEMIC ACCOMMODATION

- (a) Self-identify and disclose disability to Accessibility Services Coordinator (ASC) a minimum of two months (if possible) before commencement of course.

- (b) Meet with ASC and complete Student Information Request Form and Academic Accommodation Agreement.
- (c) Provide ASC with current, relevant and corroborated medical documentation, psycho-education assessment, or other documentation of the disability(s) from a qualified professional confirming the diagnosis and recommendations for academic accommodations. Documentation must be on professional letterhead and include the professional's name, credentials, address, phone number and date of assessment.
- (d) Discuss eligibility requirements for government grants with ASC a minimum of 8 weeks (if possible) prior to course commencement.
- (e) When scheduling exam accommodations, student must provide the ASC two weeks' notice (if possible) to make arrangements for exam accommodations. If this timeline is not met, the accommodation may be denied.
- (f) Students must provide instructors with the Letter of Introduction within the first two weeks (if possible) of the commencement of class, for each class they are registered in each semester.
- (g) An original signed copy of the Letter of Introduction must be returned to ASC within the first two weeks (if possible) of the commencement of classes.
- (h) For on-going communication with the ASC, students must activate their Medicine Hat College (MHC) email account. Correspondence will not be sent to private email accounts.
- (i) Students must contact the ASC at least once per academic semester to discuss their progress and if any adjustments or revisions to the Academic Accommodation Agreement are required.
- (j) Students requesting a change to an existing accommodation must provide further medical documentation and meet with the ASC to obtain approval.
- (k) If alternative format materials are required, students must provide Accessibility Services with proof of purchase (original receipts).
- (l) If the request for Academic Accommodation is denied, the student can access the Academic Accommodation Appeal Process.

#### **4.2 RESPONSIBILITIES OF ACCESSIBILITY SERVICES**

- (a) Meet with students and review Student Information Request form and review relevant medical documentation.
- (b) Assess student eligibility for accommodation based on evidence provided.
- (c) Advise student of approval or denial of Academic Accommodation request within 5 business days (if possible). In instances where Academic Accommodations are denied the ASC will advise student of the Academic Accommodation Appeal process.
- (d) Develop appropriate Academic Accommodation Agreement. Follow established procedure to determine appropriate and reasonable Academic Accommodations on an individual basis.
- (e) Inform faculty of student's Academic Accommodation needs.
- (f) Advise students of available funding sources.
- (g) Work with appropriate faculty member(s) and students to resolve any concerns or disagreements regarding the student's accommodation(s).
- (h) Work with students, faculty, program personnel, and third party affiliates to establish accommodation(s) for practice-based experience such as field studies, practicums and clinical placements.
- (i) Maintain confidential file on each student that includes disability documentation, case notes, academic accommodation and service history.

Information about a student's disability remains confidential unless written consent is received by the student and is stored with Accessibility Services. It is not shared without the student's written consent.

- (j) Connect students to service providers as needed.
- (k) Assist the student to develop self-advocacy skills and increase Learner Independence.
- (l) Negotiate and advocate on student's behalf.
- (m) Support faculty working with students with disabilities.

#### **4.3 RESPONSIBILITIES OF FACULTY/INSTRUCTIONAL STAFF**

- (a) Provide accommodation(s) to students with documented disabilities in support of recommendations in the Academic Accommodation Agreement. (Faculty members are not entitled to a specific diagnosis related to the student's disability).
- (b) Determine the appropriate instructional delivery method to meet accommodation(s).
- (c) Communicate a willingness to students to participate in accommodating students with documented disabilities.
- (d) Work with Accessibility Services to develop solutions, if possible, in situations where the recommended Academic Accommodations could compromise the ability of the student to attain the essential competencies required for successful completion of the course.
- (e) Follow the established procedures for implementation of Academic Accommodations by submitting hard copies of exams to be written with an Exam Information Form for each student requiring accommodations, to the Accessibility Services Office within the required timeline of two (2) business days.
- (f) For students requiring a CD version of the exam, an electronic version of the exam must be emailed to Accessibility Services within the required timeline of two (2) business days. A hard copy must be delivered to Accessibility Services. Faculty are welcome to provide their own CD of the exam should they choose to.
- (g) Maintain confidentiality and support to the student's dignity and privacy in relation to the disability.

#### **4.4 ACADEMIC ACCOMMODATION APPEAL PROCESS**

In the event that the request for Academic Accommodation is denied, students have access to an Informal and Formal Appeal Process.

##### **4.4.1 Informal Appeal Process**

- (a) Students must contact the ASC within 5 working days of the decision to discuss the denial of the request for Academic Accommodation. The ASC will respond within 5 working days.
- (b) The student can elect to contact the Student Association for assistance and support.
- (c) If the student is not satisfied with the clarification provided by the ASC, the student may contact the Manager, Student Engagement in writing within 5 working days of the decision of the ASC.
- (d) The Manager, Student Engagement will review the decision and advise the student of the outcome within 5 working days.

Most appeals are resolved at this level. Should the student feel that the matter has not been properly resolved, they may continue to a formal appeal process.

**4.4.2 Formal Appeal Process**

- (a) Within 5 working days of the date of the Manager’s response, the student may submit a written request for review of the decision to the Associate Vice-President, Student Development, stating specific reasons for their request and include all relevant documentation to date.
- (b) The Associate Vice-President, Student Development will have final approval on the decision and will advise the student of the decision with 5 working days.

Please note that at any time during the process, the student can contact the Human Rights Advisor or the Alberta Human Rights Commission for information and advice if the issue falls under a protected ground.

**5. ADDITIONAL INFORMATION**

Accessibility Services Student Handbook

***ORIGINAL COPY SIGNED***

Irlanda Price  
Associate Vice-President, Student Development

Date: March 16, 2017

**DOCUMENT HISTORY**

March 2017 Procedure approved