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

Procedure #: PR-SD-05-01  
Procedure Authority: Director, Students Supports  
Executive Sponsor: Acting Vice-President, Academic  
Approved by: Acting Vice-President, Academic  
Effective Date: October 12, 2022

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### 1. PURPOSE

This procedure outlines the process, and designates responsibilities for students, Accessibility Services, and faculty regarding 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

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 the Accessibility Services Coordinator (ASC) 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 eight weeks (if possible) prior to course commencement.
- (e) When scheduling exam accommodations, students must provide the ASC no less than two business days' notice to make arrangements for exam accommodations. Please see Schedule A. If this timeline is not met, the accommodation will be denied.
- (f) Students must email instructors (and cc the Accessibility Services Assistant), their Letter of Introduction within the first two weeks of the commencement of class or within two weeks of receiving the accommodation, for each class they are registered in each semester.
- (g) 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.
- (h) 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.
- (i) Students requesting a change to an existing accommodation must provide further medical documentation and meet with the ASC to obtain approval.
- (j) If alternative format materials are required, students must provide Accessibility Services with proof of purchase (original receipts).
- (k) If the initial request for academic accommodation is denied, the student can access the Academic Accommodation Appeal Process.
- (l) When writing an exam in either testing center, the student who has requested an exam accommodation is responsible for monitoring their time.

#### **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 five business days (if possible). In instances where academic accommodations are denied the ASC will advise students 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) Advise students of available funding sources.
- (f) Work with appropriate faculty member(s) and students to resolve any concerns or disagreements regarding the student's accommodation(s).

- (g) 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.
- (h) Maintain a 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.
- (i) Connect students to service providers as needed.
- (j) Assist the student to develop self-advocacy skills and increase learner independence.
- (k) Negotiate and advocate on student's behalf.
- (l) Support faculty working with students with disabilities.

#### **4.3 Responsibilities of Faculty**

- (a) Provide accommodation(s) to students with verified 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 verified disabilities.
- (d) Work with ASC 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 copies of exams to be written with an Exam Information Form for each student requiring accommodations, to the Accessibility Services Office according to Schedule A.
- (f) Submitting an Exam Information Form for each exam for each student who has requested an accommodation.
- (g) For students requiring an audio version of the exam, an electronic version of the exam must be emailed to Accessibility Services within the required timeline according to Schedule A. A hard copy must be delivered to Accessibility Services.
- (h) Maintain confidentiality and support to the student's dignity and privacy in relation to the disability.

#### **5. ACADEMIC ACCOMMODATION APPEAL PROCESS**

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

**5.1 Informal Appeal Process**

- (a) Students must contact the ASC within five working days of the decision to discuss the denial of the request for academic accommodation. The ASC will respond within five 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 Director, Student Supports in writing within five working days of the decision of the ASC.
- (d) The Director, Student Supports will review the decision and advise the student of the outcome within five 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.

**5.2 Formal Appeal Process**

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

***ORIGINAL COPY SIGNED***

Clay Bos  
Acting Vice-President, Academic

Date: October 12, 2022

**DOCUMENT HISTORY**

May 2017 Procedure approved  
October 2022 Revised procedure approved