

Policy on Academic Accommodations for Students with Disabilities¹

1. Preamble

- 1.1 Memorial University of Newfoundland recognizes its duty to provide Reasonable Academic Accommodation (see Sections 5.3 and 5.4) to students with disabilities, enabling them to access University services, programs, and facilities, in a supportive and challenging environment. The purpose of this policy is to establish principles, procedures, and responsibilities to provide Reasonable Accommodation at the University for students with disabilities.

2. Legal Framework

- 2.1 The University will provide Reasonable Accommodation to the point of undue hardship (see Section 6) to the institution to students with disabilities in accordance with the *Human Rights Code*, R.S.N.L. 1990, c.H-14 (the “Code”) including Section 6. (1) of the Code which prohibits discrimination on the basis of Disability (see Sections 5.1 to 5.1.2):

A person shall not deny to or discriminate against a person or class of persons with respect to accommodation, services, facilities or goods to which members of the public customarily have access or which are customarily offered to the public because of the race, religion, religious creed, political opinion, colour or ethnic, national or social origin, sex, sexual orientation, marital status, physical disability or mental disability of that person or class of persons [emphasis added].

¹ This policy is based on a review of and/or is adapted, in part, from policy statements at the Marine Institute of Memorial University of Newfoundland, McMaster University, Mount Allison University, the University of British Columbia, the University of Calgary, the University of Northern British Columbia, and the University of Victoria. The national policy framework developed by Cox & Walsh (1998), following their analysis of institutional policies for students with disabilities at forty-seven Canadian universities, was also reviewed (see References).

3. Authority

- 3.1 The Dean of Student Affairs and Services is responsible for the administration of this policy on the St. John's campus.
- 3.2 The Executive Director is responsible for the administration of this policy at the Marine Institute.
- 3.3 The Principal is responsible for the administration of this policy at Sir Wilfred Grenfell College.

4. Scope

- 4.1 This policy and procedural guidelines shall apply to:

- 4.1.1 all full- or part-time students who have self-identified and been documented as having a Disability (see Sections 5.1 to 5.1.2) and registered in courses that could lead to a degree, certificate, or diploma in both on- or off-campus programs at all campuses of Memorial University of Newfoundland.

- 4.2 This policy and procedural guidelines shall not apply to:

- 4.2.1 individuals registered in personal enrichment and career enhancement courses, seminars, and workshops that are non-credit in nature.

- 4.2.2 students participating in off-campus courses, programs, or assignments that are work placements (paid or unpaid) or learning experience related placements such as: work-terms, projects or internships; practicums; clinicals; placements; structured practice experiences; immersions; field placements; or such other type of course, program or assignment that is not under the exclusive control of a University Instructor.

5. Definitions

- 5.1 For the purpose of this policy the term ***“Disability”*** includes both Mental and Physical Disability as is defined in the *Code*.

5.1.1 With respect to “*Mental Disability*,” section 2(h) of the Code states:

- (i) a condition of mental retardation or impairment,
- (ii) a learning disability, or a dysfunction in 1 or more of the processes involved in understanding or using symbols or spoken language, or
- (iii) a mental disorder.

5.1.2 With respect to “*Physical Disability*,” section 2(1) of the Code states:

“Physical Disability” means any degree of infirmity, malformation or disfigurement of the body suffered by a person as a result of injury, illness or birth defect, and includes a handicap resulting from epilepsy, paralysis, lack of co-ordination, amputation, blindness, deafness, muteness or reliance upon a dog guide, a wheelchair, a cane or crutch or other remedial appliance or device.

5.2 ***Instructors*** are persons appointed by Memorial University of Newfoundland either on a full- or part-time basis to teach students on or off campus who are registered in courses that could lead to a degree, certificate, or diploma. The term “Instructors” shall not include persons appointed to teach personal enrichment and career enhancement courses, seminars, and workshops that are non-credit in nature.

5.3 ***Academic Accommodation*** is a modification or extension of University resources, or of teaching or evaluation procedures, which is designed to accommodate the particular needs of a student with a Disability without compromising Academic Integrity (see Section 5.6) of the course, program, or assignment. Accommodations are assessed on an individual basis. Some examples of the accommodations that have been made by the University are illustrated in Appendix A.

5.4 ***Reasonable Accommodation*** means adjusting a course, program, policy, procedure, or the physical environment that adversely affects a student with a Disability without changing essential educational requirements (see Appendix B). Such accommodations must be provided in a way that most respects the dignity of the student with a Disability to the point of undue hardship to the institution (see Section 6).

- 5.5 **Academic Unit** means an academic department, research unit, school, non-departmentalized faculty, the University Counselling Centre, the Marine Institute, the Grenfell College divisions, the Division of Distance Education and Learning Technologies, the Division of Lifelong Learning (for certificate and diploma programs), and the Memorial University Libraries.
- 5.6 **Academic Integrity** means that a student who is given Reasonable Accommodation must be able to demonstrate acquisition of the body of knowledge or the skill normally required for passing a course and/or completing an academic program as determined by the Academic Unit subject to all University regulations.
- 5.7 The **University** means the Memorial University of Newfoundland as defined in the *Memorial University Act*, R.S.N.L. 1990, c.M-7. The University includes all individuals involved in the provision of University-related services such as teaching, advising, administering, or other support services (e.g., Instructors, administrators, counsellors, librarians, support staff, etc.).

6. Undue Hardship

- 6.1 Although undue hardship must be considered in the context of each individual case, a finding of undue hardship could be supported in the following circumstances:
- 6.1.1 there is a risk to public safety or a substantial risk of personal injury to the student with a Disability;
- 6.1.2 financial cost is such that the operation of the University and/or its programs would be fundamentally diminished or a program or service would cease to exist due to the financial burden of the accommodation.
- 6.1.3 the accommodation unreasonably impedes the ability of other students to pursue academic studies; or
- 6.1.4 when accommodation alternatives would result either in lowering academic standards or requiring substantial alteration of essential course or program requirements.

- 6.2 Significant costs related to a requested accommodation shall be considered in the context of the University as a whole, not on the basis of a department, division, faculty, school, or program.
- 6.3 The onus is on the University to prove “undue hardship.”

7. Campus Co-ordinating Centres

- 7.1 The University has designated the following co-ordinating centres to facilitate and promote an accessible learning environment for students with disabilities:
 - 7.1.1 ***St. John's Campus*** - the Glenn Roy Blundon Centre, University Counselling Centre (Student Affairs and Services);
 - 7.1.2 ***Marine Institute*** - the Guidance/Student Affairs Office;
 - 7.1.3 ***Sir Wilfred Grenfell College*** - the Learning Centre, Department of Student Affairs.
- 7.2 In collaboration with the University community, the role of the co-ordinating centres shall be to provide advice, information, and assistance to the University community with respect to the provision of Reasonable Accommodations for students with disabilities.

8. Advisory Committees for Students with Disabilities

- 8.1 Each campus (see locations cited in Sections 3.1 to 3.3) shall establish an advisory committee for students with disabilities, under the auspices of the campus co-ordinating centre. Membership may include students and/or alumni with disabilities; disability service provider(s), including the co-ordinator of the campus co-ordinating centre; Instructors; academic/support staff from key service areas (e.g., Library, Computing & Communications, Facilities Management, the School of Graduate Studies, and the Office of the Registrar); representatives of disability-related community agencies; and others as deemed necessary.

8.2 Each advisory committee shall make its best efforts to meet at least twice yearly to review, report, and make recommendations to the Dean of Student Affairs and Services, the Executive Director of the Marine Institute, or the Principal of Grenfell College, as appropriate, regarding accommodation issues involving students with disabilities. These issues will be brought forward to the University through the appropriate campus co-ordinating centre(s).

8.2.1 The advisory committees may form sub-committees on the basis of the objectives outlined in this policy. The nature of the sub-committees is evolutionary as they can be created when required, dissolved when their objectives have been met, or ongoing. They will review, report, and make recommendations to the appropriate advisory committee(s) to bring forward to the University through the campus co-ordinating centre(s).

9. Admissions

9.1 This policy applies to persons with disabilities who have formally applied to and been accepted by the University as prospective students.

9.2 The University recognizes that it has a responsibility to ensure that persons are not denied admission on the basis of their Disability and to make courses, programs and facilities accessible to students with disabilities in accordance with the law.

9.3 New students are encouraged to self-identify at the time of application (by indicating the presence of a Disability on the University's Application Form). Delays in notifying or disclosing a Disability for which accommodation is sought may result in an accommodation request not being processed in time for the commencement of the term/course in which the accommodation is being sought.

9.4 In the event that questions arise during the application process pertaining to the University's ability to reasonably accommodate, the applicant is encouraged to contact the appropriate campus co-ordinating centre for assistance.

9.5 Persons with a Disability should recognize that admission to the University does not in and of itself guarantee that accommodation for a Disability will be made.

10. Responsibilities of the University Toward Students with Disabilities

10.1 The University has a responsibility to:

10.1.1 make its courses, programs, and facilities accessible to students with disabilities to the point of undue hardship, in accordance with the Code.

10.1.1.1 The provision of appropriate learning and classroom accommodations is the responsibility of the Academic Unit, in consultation with the campus co-ordinating centre. Significant costs related to a requested accommodation, including renovations to campus facilities, will be considered in the context of the University as a whole (see Section 6).

10.1.1.2 If the Academic Unit is unable to provide the necessary accommodation (e.g., invigilators, readers, scribes, assistive technology, etc.), the appropriate campus co-ordinating centre shall assist the student and the Instructor to make the arrangements.

10.1.1.3 The Academic Unit is responsible for ensuring that the accommodation does not compromise the Academic Integrity of the course or program.

10.1.2 provide Reasonable Accommodation to the point of undue hardship without compromising the Academic Integrity (see Section 5.6) of the course, program, or assignment.

10.1.3 provide each applicant who self-identifies a Disability with information about the specific services and accommodations available at the respective campus and make referrals to additional services or agencies at the University or in the community. In most circumstances, this information is provided by the appropriate campus co-ordinating centre.

10.1.4 review documentation to ensure that recommendations and decisions about accommodations are based on appropriate medical and/or psycho-educational information and diagnostic assessment. The appropriate campus co-ordinating centre is responsible for receiving and reviewing documentation

relating to accommodation requests and facilitating Reasonable Accommodation (see Appendix C.7.1).

10.1.5 treat all information about a student's Disability as confidential. At the same time, the University needs sufficient information to reasonably evaluate and respond to a student's request for accommodation (see Appendix C).

10.1.5.1 At times, the accommodation process may require that the student, and/or the appropriate campus coordinating centre, disclose information about the nature of his/her Disability to staff and faculty beyond the campus co-ordinating centre on the basis that they "need to know" this information to consider and implement accommodation requests.

10.1.5.2 Information relating to a student's Disability may be disclosed without the student's knowledge or consent in the following circumstances:

- i. to comply with legal or regulatory requirements;
- ii. where the student alleges that the University has contravened a federal or provincial law;
- iii. the disclosure is authorized, required, or permitted by law.

10.1.5.3 When the student is no longer registered at the University, all documentation held by the campus co-ordinating centre(s) will be destroyed after seven years. Students are advised to keep a copy of all documentation submitted by them to the campus co-ordinating centre(s).

10.1.6 inform decision makers (e.g., Instructors, support staff, and administrators, including members of various appeals committees) of the legal duty to provide Reasonable Accommodations to students with disabilities. In most circumstances, this activity shall be carried out by the appropriate campus co-ordinating centre.

10.1.7 provide training to Instructors, staff, administrators, and any committee dealing with accommodation issues so they are knowledgeable about relevant

University policies and procedures and are familiar with broader issues regarding persons with disabilities. In most circumstances, these activities shall be organized by the appropriate campus co-ordinating centre.

10.1.8 provide academic and personal counselling, to students when requested:

- (i) At the St. John's campus, academic advice will normally be provided by the Academic Unit, the Registrar's Office, or the School of Graduate Studies. Personal counselling, including career planning, and academic skills workshops is available at the University Counselling Centre.
- (ii) At the Grenfell College campus, academic advice will normally be provided by the Registrar's Office. Personal counselling will be provided by Counselling Services. Academic skills workshops and career advising is available at the Learning Centre.
- (iii) At the Marine Institute campus, academic advice will normally be provided by the Academic Unit. Personal counselling, including career planning, and academic skills workshops is available at the Student Affairs Office.

11. Responsibilities of Students with Disabilities

11.1 Each student with a Disability at the University who seeks Academic Accommodation due to his or her Disability must:

11.1.1 provide the necessary documentation to the appropriate campus co-ordinating centre(s) and other appropriate persons, e.g., the Registrar's Office in the case of students applying to attend particular programs at the Marine Institute (see Appendices C and D);

11.1.2 bring the request for accommodation or for a change in accommodation needs to the attention of appropriate personnel (e.g., Instructors, the disability service provider at the appropriate campus co-ordinating centre, library staff, etc.) in a timely manner in order to allow for arrangement of accommodations (see Section 12); and

- 11.1.3 when available, apply for funding² from other sources and to assign such funding received to the University to the extent that the services or accommodations are provided by the University.
- 11.2 As with any other student, a student with a Disability will be evaluated in the process of completing a course and/or achieving a degree, diploma, or certificate (e.g., by means of tests, examinations, projects, or research studies). The student must meet established institutional standards in accordance with course requirements.

The University is not required to lower academic standards by compromising requirements that are essential to the course of instruction or program of studies. Any student with a Disability who has been reasonably accommodated and who does not meet the established institutional standards may be denied admission to a program of study, or once in the program, may be denied continued participation, in the same manner that any other student would be.

12 Process for Reaching Accommodation

- 12.1 Because the decisions regarding Academic Accommodations may affect a student's progress in an ongoing course or program, they must be dealt with expeditiously. The references to time in this Section 12 and in Sections 13 and 14 of this policy are included to emphasize the importance of a speedy resolution. Compliance with these time limits is expected except in exceptional circumstances.
- 12.2 Academic Accommodations must be dealt with on an individual basis (i.e., students who have the same Disability do not necessarily require the same accommodation).
- 12.2.1 New students are encouraged to self-identify on the appropriate University application for admission/re-admission form. They should contact the appropriate campus co-ordinating centre at least six weeks before registration to discuss their specific needs.
- 12.2.2 Returning students who will be requesting an accommodation are required to contact the appropriate campus co-ordinating centre at the beginning of each semester or session.

² Students are advised to consult with the appropriate campus co-ordinating centre if they require assistance identifying potential funding sources.

- 12.2.3 Students who become disabled, either permanently or temporarily, and students with a Disability whose health status changes significantly during their time at the University should contact the appropriate campus co-ordinating centre as soon as possible to discuss their specific needs.
- 12.2.4 If Reasonable Accommodation requires the acquisition of special or additional resources not regularly available within the University (e.g., significant structural changes to existing premises), it is recommended that at least six months' advance notice be given in order for the University to assess the accommodation request.
- 12.2.5 Due to the limited availability of interpreting services in the Province, students who are deaf or hard of hearing and who are requesting an oral or sign language interpreter are required to either self-identify at the time of application to the University or to provide a minimum two-month notice indicating the need for an interpreter, whichever is greater.
- 12.3 At the student's request, the appropriate campus co-ordinating centre will contact his/her Instructors and recommend reasonable Academic Accommodations relevant to his/her Disability.
- 12.4 Following contact with the appropriate campus co-ordinating centre, students must discuss their accommodation needs with their Instructors, in light of the nature and requirements of the particular course. This should be done as early as possible but at least a month before a final exam and two weeks before an in-class assignment or a test to ensure that Reasonable Accommodations can be made. Although exceptions based on individual circumstances will be considered, accommodation cannot be guaranteed for the current semester, session, or course if students do not identify themselves in accordance with the time limits outlined in this policy.
- 12.5 An Instructor may accept the recommendation of the appropriate campus co-ordinating centre without further discussion, in which case the accommodation should be implemented as soon as possible.

13 Process When an Accommodation Request Cannot be Arranged Through Informal Consultation

13.1 In accordance with Section 12.01 of this policy, compliance with the time limits outlined in this Section 13 is expected except in exceptional circumstances. Where courses are not taught on the St. John's, Marine Institute or Grenfell College campuses, the procedures for the St. John's campus will apply.

13.2 In the event that an accommodation acceptable to the Instructor cannot be arranged through informal consultation, where the course is under the control of a non-departmentalized Academic Unit at the St. John's campus (excluding Marine Institute), the student may:

13.2.1 ask the dean or director of the Instructor's Academic Unit, in writing, to review the requested accommodation and make a decision. The dean or director of the Academic Unit must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the decision of the dean or director is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.

13.2.2 If the student is dissatisfied with the decision of the dean or director of the Instructor's Academic Unit, the student may ask the Vice-President (Academic), in writing, to review the decision of the dean or director. The Vice-President (Academic) must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the Vice-President Academic's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.

13.2.3 When appropriate (see Appendix C), students may present reviews in a form other than writing, e.g., audiotape.

13.3. In the event that an accommodation acceptable to the Instructor cannot be arranged through informal consultation, where the course is under the control of a departmentalized Academic Unit at the St. John's campus (excluding Marine Institute), the student may:

13.3.1 Ask the administrative head of the Instructor's Academic Unit, in writing, to review the requested accommodation and make a decision. The

administrative head of the Academic Unit must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the administrative head's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.

- 13.3.2 If the student is dissatisfied with the decision of the administrative head of the Instructor's Academic Unit, the student may ask the dean of the Academic Unit, in writing, to review the decision of the administrative head. The dean of the Academic Unit must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the dean's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.
- 13.3.3 If the student is dissatisfied with the decision of the dean of the Instructor's Academic Unit, the student may ask the Vice-President (Academic), in writing, to review the decision of the dean. The Vice-President (Academic) must communicate his or her decision, in writing, to the student within five work days, of receiving the student's request. If the Vice-President Academic's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.
- 13.3.4 When appropriate (see Appendix C), students may present reviews in a form other than writing, e.g., audiotape.
- 13.4. At the Marine Institute, in the event that an accommodation acceptable to the Instructor cannot be arranged through informal consultation, the student may:
 - 13.4.1 Ask the administrative head of the Instructor's Academic Unit, in writing, to review the requested accommodation and make a decision. The administrative head of the Academic Unit must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the administrative head's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.
 - 13.4.2 If the student is dissatisfied with the decision of the administrative head of the Instructor's Academic Unit, the student may ask the Executive Director of the Marine Institute, in writing, to review the decision of the administrative head. The Executive Director must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the

Executive Director's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.

- 13.4.3 If the student is dissatisfied with the decision of the Executive Director of the Marine Institute, the student may ask the Vice-President (Academic), in writing, to review the decision of the Executive Director. The Vice-President (Academic) must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the Vice-President Academic's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.
- 13.4.4 When appropriate (see Appendix C), students may present reviews in a form other than writing, e.g., audiotape.
- 13.5 In the event that an accommodation acceptable to the instructor cannot be arranged through informal consultation, in a course offered under the control of Sir Wilfred Grenfell College, the student may:
 - 13.5.1 Ask the administrative head of the Instructor's Academic Unit (in writing), in consultation with the appropriate Program Chair(s), to review the requested accommodation and make a decision. The administrative head of the Academic Unit must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the administrative head's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.
 - 13.5.2 If the student is dissatisfied with the decision of the administrative head of the Instructor's Academic Unit, the student may ask the Vice-Principal of Grenfell College, in writing, to review the decision of the administrative head. The Vice-Principal must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the Vice-Principal's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.
 - 13.5.3 If the student is dissatisfied with the decision of the Vice-Principal of Grenfell College, the student may ask the Vice- President (Academic), in writing, to review the decision of the Vice-Principal. The Vice-President (Academic) must communicate his or her decision, in writing, to the student within five work days of receiving the student's request. If the Vice-President Academic's decision is in favour of the requested accommodation, such accommodation should be implemented as soon as possible.

13.5.4 When appropriate (see Appendix C), students may present reviews in a form other than writing, e.g., audiotape.

14. Appeals

14.1 In accordance with Section 12.01 of this policy, compliance with the time limits outlined in this Section 14 is expected except in exceptional circumstances.

14.2 If a student is dissatisfied with the decision of the Vice-President (Academic), he/she may appeal the decision, in writing, within one month from the date the decision was rendered to the committee designated to review such appeals:

14.2.1 **Senate Committee on Undergraduate Studies** - for undergraduate student appeals at the St. John's campus;

14.2.2 **Senate Sub-committee on Undergraduate Studies** - for undergraduate student appeals at Sir Wilfred Grenfell College;

14.2.3 **Academic Council, School of Graduate Studies** - for graduate student appeals;

14.2.4 **Appeals Committee of the Marine Institute Academic Council** - for Marine Institute student appeals.

14.3 The committee designated to review the appeal (see Section 14.2) shall provide to all parties a written decision within three weeks, or sooner if possible, of receiving the student's request. If in support of accommodation, the committee's decision should be implemented as soon as possible.

14.4 If the student is dissatisfied with the recommendation of the committee designated to review his/her appeal (see Section 14.2), he/she may appeal the decision, in writing, to the Executive Committee of the University Senate within one month from the date the decision was rendered.

14.4.1 The Executive Committee of Senate shall provide to all parties a written

decision within three working days of the Executive Committee of Senate meeting at which the appeal is heard. If in support of accommodation, the committee's decision should be implemented as soon as possible.

14.4.2 If the Executive Committee of Senate is not in support of accommodation, the student's request will be automatically forwarded to Senate for consideration at its next scheduled meeting. The committee shall notify all parties, in writing, of its decision.

14.4.2.1 The Secretary of Senate shall provide to all parties a written decision within three working days of the Senate meeting at which the appeal is heard. If in support of accommodation, the decision of Senate should be implemented as soon as possible.

14.4.2.2 Should a student's appeal be denied by the Senate, he/she will be advised that, within the University, no further appeal is possible.

14.5 When appropriate (see Appendix C), students may present appeals in a form other than writing, e.g., audiotape.

Note: For assistance in the appeal process, students are advised to consult with the appropriate campus co-ordinating centre and/or the Office of the Registrar or the School of Graduate Studies.

15. Review Mechanism

15.1 This policy will be reviewed by the Dean of Student Affairs and Services Advisory Committee for Students with Disabilities (St. John's campus) every three years after it is initially approved, or sooner if the need arises. The review shall occur in co-operation with the advisory committees for students with disabilities at the Marine Institute and Sir Wilfred Grenfell College campuses.

16. Effective Date

16.1 This policy was approved by Senate on June 15, 2006, and by the Board of Regents on July 20, 2006.

Appendix A

Academic Accommodations

In accordance with Section 5.4 of this policy, Reasonable Accommodation will be provided to students with disabilities without compromising the Academic Integrity of the course, program, or assignment.

A.1 Academic Accommodations may include the following:

A.1.1 an adaptation to a component of a program, course, or assignment, including but not limited to:

A.1.1.1 a substitution of a component of a program; or

A.1.1.2 alternative forms of evaluation, where appropriate (e.g., assigning a term paper instead of an oral presentation to a student with a severe speech impediment or using written instead of oral evaluation for a student with an auditory-processing learning disability).

A.1.2 a test or exam accommodation³, including but not limited to:

A.1.2.1 specified extended time;

A.1.2.2 distraction-free environment;

A.1.2.3 environment where the student may walk around;

A.1.2.4 alternatives to written tests (e.g., oral exam, term paper, etc.) where appropriate;

³ Since in most cases, the Instructor will be invigilating the rest of the students in his/her class, a separate and possibly specialized invigilator may be required for tests written under alternative conditions. At the request of the Instructor or the administrative head of the Instructor's Academic Unit, the appropriate campus co-ordinating centre shall assist the student and the Instructor to make these arrangements (see Section 10.1.1.2).

- A.1.2.5 alternate formats (e.g., providing the test in large print or electronic text);
 - A.1.2.6 use of assistive technology (e.g., a closed circuit television or a wordprocessor with large print software);
 - A.1.2.7 reader (i.e., someone reads the questions to the student);
 - A.1.2.8 scribe (i.e., someone records the student's responses);
 - A.1.2.9 test/exam divided into sections (to permit breaks).
- A.1.3 a classroom accommodation, including but not limited to:
- A.1.3.1 assistive devices or auxiliary aids (e.g., Instructor uses an FM assistive listening device for a student who is hard of hearing);
 - A.1.3.2 oral or sign language interpreters;
 - A.1.3.3 permission to audiotape lectures;
 - A.1.3.4 wheelchair desk and/or preferential seating location;
 - A.1.3.5 breaks during class time (e.g., student exits room momentarily when pain becomes unmanageable);⁴
 - A.1.3.6 note-taking assistance (e.g., use of No-Carbon-Required [NCR] paper)⁵.
- A.1.4 Helping a student to obtain alternative format materials (e.g., electronic text, braille, or audiotape). Assistance is typically provided by the appropriate

⁴ In such cases, students may wish to ask a classmate to share lecture notes with them (to be their peer note taker - See Section A.1.3.6).

⁵ For assistance arranging a note taker, students are advised to consult with the appropriate campus coordinating centre.

campus co-ordinating centre or by other on- or off-campus service providers such as the campus library or the Canadian National Institute for the Blind. This does not include financial assistance.

A.1.5 Move classes, where practical, for wheelchair accessibility.

Appendix B⁶

Guidelines for Reasonable Accommodation

In accordance with Section 5.3 of this policy, an Academic Accommodation is a modification of classroom, laboratory, or evaluation procedures designed to accommodate the particular needs of a student with a Disability without compromising the Academic Integrity of the course, program, or assignment. Examples of accommodations include taping of lectures, use of a note taker, extension of time allowed on tests, and substitution of one form of test or course component for another (see Appendix A). The following guidelines are provided to assist students, Instructors, and staff in understanding, considering, developing, and implementing Reasonable Accommodation requests in accordance with Section 5.4 of this policy:

- B.1 Instructors and staff should be alert to any course or program components which may seem non-discriminatory in nature, but in practice may impede a student's ability to fulfill course/program requirements. An example would be asking a student with a Physical Disability to complete a field trip to an inaccessible location. In such a situation, providing an alternative activity for a student with a Disability (where feasible) maintains the principle of fairness for all students, but does not limit the opportunities available to others.

- B.2 Where tape recorders are normally prohibited, the rule could be waived for certain students (e.g., students with a Disability that severely restricts their capacity to take written lecture notes). The Instructor may request that the student obtain written permission from him/her prior to taping and/or copying any course material as part of the agreement for the accommodation. If requested by the Instructor, all tape recordings and/or photocopies must be returned to the Instructor by the student, after the learning activities for which they are obtained is completed.

- B.3 Students with a Disability must observe all conditions that are attached to the provision of Reasonable Accommodation. For example, if permission is given to a student to audiotape a lecture, or if lecture notes and/or overheads are made available in print form for the purpose of photocopying, the materials can only be used by the student for the designated purpose.

- B.4 Evaluation procedures should be appropriate and fair to students with a Disability. Evaluation procedures should examine each student's knowledge, skills, and/or

⁶ These guidelines are adapted, with permission, from the University of Victoria's policy statement for students with disabilities (see References).

ability in reference to the course content. For example, a student with a visual impairment or significant reading impairment may need to have questions read aloud to them by the invigilator. A student with a visual Disability might give oral rather than written responses to test questions. A student with a motor Disability might type answers rather than writing by hand.

- B.5 There may be occasions when the specific Disability is directly in the area of ability required for the course and where accommodation in the evaluation procedure may not be possible, despite a review of possible options by the student and the Instructor.
- B.6 Some laboratory work involves the acquisition of physical skills. For example, a student with a visual or motor Disability might not be able to complete a chemical titration which requires co-ordination of colour changes through physical control of the apparatus. The student and the Instructor should work together to determine if it is possible to accommodate the student in such a way as to demonstrate acquisition of requisite knowledge or skills.
- B.7 In some situations, speed of responses or performances is considered to be an essential part of the skill to be acquired. When extra time to complete an evaluation procedure is considered to be in conflict with fair and accurate assessment of requisite knowledge or skill, the Instructor should suggest alternative methods of evaluation that might be more appropriate or feasible.

Note: Accommodating access to an academic program at the University is not related to or predictive of future accommodation by professional licensing/registration bodies and/or future employers.

Appendix C⁷

Documentation

- C.1 All requests for accommodation must be based on documented need. It is the responsibility of the individual requesting an Academic Accommodation to provide the necessary documentation to the appropriate campus co-ordinating centre.
- C.2 While the University does not assume the cost of diagnostic services, each campus co-ordinating centre can provide information on appropriate methods for obtaining documentation.
- C.3 Documentation acceptable to the University must be obtained from medical doctors, psychologists, audiologists, rehabilitation counsellors, or other professionals who have specific training, expertise, and experience in the diagnosis of conditions for which Academic Accommodation is being requested. In addition, all persons submitting documentation must be appropriately certified and/or licenced to practice their professions.
- C.4 Documentation should outline the nature of the Disability, along with a detailed explanation of the functional impact of the Disability on the pursuit of post-secondary education. Where possible, the documentation should give explicit recommendations for remedial and/or coping strategies that will assist the student in his or her pursuit of a program or post-secondary education. A diagnosis alone (e.g., “learning disability,” “visual impairment,” or “hard of hearing”) is not sufficient to support a request for an Academic Accommodation.

Each campus co-ordinating centre will consult with students themselves as to the most appropriate accommodations in their specific cases (i.e., the accommodations requested in particular courses could vary depending on the method of evaluation used by course Instructor(s)).

- C.5 Documentation must be current:

- C.5.1 For new students who have a stable condition, normally no more than two years must have elapsed between the time of the assessment and the date of the initial request for Academic Accommodation.

⁷ These guidelines are adapted, with permission, from the University of Victoria's policy statement for students with disabilities (see References).

- C.5.2 For returning students whose condition has remained stable since the time of submission of the original supporting documents, no further documentation will be required.
- C.5.3 When a student's functional abilities have shown significant change (i.e., either an improvement or deterioration of status has taken place or is expected to take place) or when the accommodation requests have changed significantly over the course of studies (e.g., from first to second year), more timely information may be requested.
- C.6 All documentation provided by students will be protected and only disclosed without a student's knowledge or consent in accordance with the conditions outlined in Section 10.1.5.2. However, at the request of the student, the appropriate campus co-ordinating centre will contact his/her Instructor(s) and provide sufficient information, in writing, about the nature of the Disability and its likely impact in an academic setting. Included with this information will be suggestions regarding recommended Reasonable Accommodations.
- C.7 Verification of Documentation:
- C.7.1 The appropriate campus co-ordinating centre is responsible for receiving and reviewing documentation relating to the accommodation request, ensuring the validity of the need for accommodation, and facilitating approved accommodation requests by assisting the student, Instructor, and Academic Unit in making Reasonable Accommodation arrangements. Because decisions regarding Academic Accommodations may affect a student's progress in an ongoing course or program, the verification of documentation must be dealt with expeditiously.
- C.7.2 The University reserves the right to request further opinions and consultations on the appropriateness of the need for specific adjustments to the student's program. In such cases, the student will be notified, in writing, and asked to provide written consent before any documentation concerning his/her Disability is released or discussed.

C.7.3 The University also reserves the right to not be bound by the recommendations formulated by the professional providing the required documentation if such implementation of the recommendations would constitute undue hardship. However, in such cases, the student has the right to appeal the decision in accordance with Section 14 of this policy.

Appendix D

Program Admission Requirements - Marine Institute Campus

- D.1 Applicants seeking entry to Marine Institute programs which lead to Transport Canada Certification for Seafarers (e.g., Diploma of Technology in Nautical Science, Diploma of Technology in Marine Engineering Technology, Vocational Certificate in Marine Diesel Mechanics, and the Bridge Watch Technical Certificate), should note that Transport Canada requires proof of satisfactory physical fitness in the form of a Seafarers' Medical prior to sitting for any Transport Canada exams. This includes satisfactory visual acuity, colour vision, and hearing among other physical requirements. In addition, students seeking entry into programs that involve emergency training, such as Marine Emergency Duties and Basic Survival Training, are required to provide proof of physical fitness in the form of a Marine Institute medical (e.g., programs listed above, as well as, but not limited to, the Diploma of Marine Environmental Technology, Offshore Structural Steel/Plate Fitter Vocational Certificate, and the Technical Certificate - Firefighting and Recruitment Program).
- D.2 Students may be accepted into programs before successfully completing medicals. All required medicals must be successfully completed and submitted to the Office of the Registrar before students will be permitted to register in the program for which they were accepted.

Note: For further information, students are advised to refer to the most recent edition of the Marine Institute "Calendar" and/or consult with the Office of the Registrar at the Marine Institute.

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