

# **Policy for Brandon University on the Academic Accommodation of Students with Disabilities**

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## **Policy**

Brandon University recognizes the right, guaranteed under the Manitoba Human Rights Code, of all individuals to be treated in all matters solely on the basis of their personal merits, and to be accorded equality of opportunity with all other individuals. The University acknowledges that, as stated in the Human Rights Code, to protect this right, it is necessary to ensure that reasonable accommodation is made for individuals with disabilities. The University notes that failure to provide reasonable accommodation to disabled persons is a form of discrimination prohibited by the Human Rights Code.

## **Procedures**

A Special Needs Co-ordinator shall be designated from among the existing staff members in Student Services.

Any student requiring accommodation may register with the Special Needs Co-ordinator, providing documentation, certified by a licensed professional external to Brandon University, of the condition giving rise to the need for accommodation.

The Special Needs Co-ordinator shall provide the student with official notification stating that the student requires accommodation and specifying the nature of that accommodation.

The student shall make available to the appropriate University Faculty and staff a copy of that official notification.

The Special Needs Co-ordinator shall maintain confidentiality and shall not transmit any information about the student, other than the need for the requested accommodation, to any other person or agency without the written permission of the student.

The Special Needs Co-ordinator shall, in consultation with the appropriate instructor/staff/unit, make every reasonable effort to facilitate the accommodation of the needs of students with disabilities.

The responsibility for registering with the Special Needs Co-ordinator and for requesting the appropriate accommodation with reasonable advance notice shall remain with the student.

These procedures shall apply in the case of a temporary condition as well as of a permanent or recurrent condition.

Accommodation may include, but shall not be limited to: alternate testing methods (e.g. word processor, reader, taped exam questions, Braille or large print exams, extended time, separate room); amplification systems; note-takers and carbonized notepaper; taped lectures and/or tests.