

 <b>BRANDON UNIVERSITY</b>	<b>Academic Accommodation for Students with Disabilities Procedure</b>	<b>First Approved:</b> <i>September 13, 2016</i>
		<b>Updated:</b>
<b>Senate Policy</b>	<b>Approved by</b> <i>Brandon University Senate</i> <b>Administered by</b> <i>President &amp; Vice-Chancellor</i> <i>through:</i> <i>Vice-President (Academic &amp; Provost), and</i> <i>Associate Vice-President (Student Services &amp; Enrolment Management), and</i> <i>Student Accessibility Coordinator</i>	<b>Reviewed:</b>

## 1.0 Scope

This procedure applies to all students experiencing disabilities enrolled at Brandon University, as well as to all those responsible for its implementation. All faculty, administrative and support staff share Brandon University’s legal responsibility under the *Manitoba Human Rights Code and The Accessibility for Manitobans Act* to accommodate students experiencing disabilities.

## 2.0 Reason for Procedure

- 2.1 To communicate the procedures secondary to the *Academic Accommodation for Students with Disabilities Policy* as Brandon University supports and promotes an accessible learning environment by providing accommodation for students with disabilities.
- 2.2 Brandon University acknowledges its duty to provide reasonable accommodation to students with documented disabilities. All members of the University community have a responsibility to take an active role in the accommodation process and to participate in the implementation of reasonable accommodation.

## 3.0 Procedure

### 3.1 Rights And Responsibilities of Students<sup>1</sup>

- 3.1.1 Students experiencing disabilities have the **right** to:
  - i. Reasonable accommodation, guided by recommendations from the professional assessment of the individual and in accordance with legal requirements.
  - ii. Confidentiality. All documentation provided to Student Accessibility Services (SAS) remains confidential within Student Accessibility Services. Information about a student’s disability will only be disclosed to those Brandon University personnel involved in the accommodation process on a need-to-know basis. Brandon University will comply with all requirements of relevant legislation, including the *Freedom of Information and Protection of Privacy Act (FIPPA)*,

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<sup>1</sup> Rights and Responsibilities sections of this Procedure are copied and used with permission from Mount Royal University, policy 517 Academic Accommodations for Students with Disabilities

the *Personal Health Information Act (PHIA)* and the *Manitoba Human Rights Code*.

- iii. The opportunity to discuss academic accommodation in a private setting. This may include the regular office hours of faculty.
- iv. Be accommodated with dignity and courtesy.
- v. A respectful, fair, timely and confidential process to reach accommodation decisions. This includes a process by which to resolve disagreements regarding academic accommodation or appeal academic accommodation decisions.
- vi. Access support throughout the appeal process, including the services of the Brandon University Student Union.

### **3.1.2** Students experiencing disabilities have the **responsibility** to:

- i. Pursue their studies with the same diligence required of all students and accept responsibility for their role in achieving course and program outcomes.
- ii. Identify their specific needs to Student Accessibility Services in a timely manner.
- iii. Provide relevant and current documentation to Student Accessibility Services, or be willing to undergo assessment if none is available in order to demonstrate eligibility for accommodation and service. The documentation of their disability must be:
  - (i) From a physician, psychologist, audiologist, ophthalmologist or other licensed health regulated specialist;
  - (ii) Submitted on letterhead and include the diagnostician's name, title, phone number, address, dates(s) of clinical assessment(s);
  - (iii) Must indicate the impact the disability/condition has on the student on campus, in classrooms, lab, clinical/fieldwork and other instructional settings, and during tests and exams.
  - (iv) An indication of the duration of the student's period of disability; and
  - (v) Recommendations for appropriate accommodations and supports that would reduce the barriers encountered in an educational setting.
- iv. Develop an Accommodation Agreement with Student Accessibility Services.
- v. Complete an application for a Canada Student Grant or notify the Student Accessibility Coordinator of their ineligibility for the grant.
  - (i) Upon receipt of a Canada Student Grant, any portion designated for equipment and services obtained through SAS at Brandon University should be submitted to Student Accessibility Services. A receipt will then be issued for the student's records.
- vi. Ensure that sufficient notice, as defined by Student Accessibility Services, is given to enable Brandon University to make the necessary accommodation(s) for their disability.
- vii. Contact Student Accessibility Services each term to review their accommodation requirements and inform themselves of SAS procedures.
- viii. Engage in dialogue with the appropriate faculty and Student Accessibility Services regarding any concerns with the recommended accommodations.

## **3.2 Rights And Responsibilities of Student Accessibility Services**

### **3.2.1** Student Accessibility Services has the **right** to:

- i. Engage in a collegial and consultative process with faculty, students, other administrative staff and external professionals in order to determine the scope and implementation of the accommodation(s).

### 3.2.2 Student Accessibility Services has the **responsibility** to:

- i. Offer assistance, guidance and support for students requiring academic accommodations and supports.
- ii. Review documentation from registered health care professionals to make recommendations regarding appropriate services and accommodations in a timely manner. Student Accessibility Services will consider the suggestions/recommendations noted in the documentation but may not agree to all of the suggestions/recommendations.
- iii. Prepare the Accommodation Agreement between Brandon University and the student and complete the letter of accommodation for the student.
- iv. Coordinate services and accommodations for students to ensure that they are being reasonably accommodated.
- v. Provide support to faculty in accommodating and working with students experiencing disabilities.
- vi. Work with students and faculty staff to address concerns regarding recommended accommodation(s).
- vii. Keep current with associated legislation and developments in the provision of academic accommodations.
- viii. Prepare an annual report for the University Senate summarizing relevant Student Accessibility Services activity in June of each year.
- ix. Play a role in providing education, training and awareness related to accessibility, accommodation and disability.

### 3.3 Rights And Responsibilities of Faculty

#### 3.3.1 Faculty have the **right** to:

- i. Access information, education and support in relation to the implementation of the *Brandon University Academic Accommodations for Students Policy and Procedures*.
- ii. Determine course content and methods of instruction and evaluation.
- iii. Play an active role in developing Bona Fide Academic Requirements (BFARs), to ensure that the academic integrity and standards of the course are not compromised and that established entry-to-practice competencies and requirements for professional disciplines are not compromised.
- iv. Evaluate student work, performance and competencies related to the course content and relevant academic standard, including failing any student who has not passed or satisfied the course requirements.
- v. Discuss with as much notice as possible, any particular accommodation with Student Accessibility Services if, in the faculty member's opinion, the accommodation compromises the integrity of the course.
- vi. Question an accommodation by working first with the SAS Coordinator and if necessary, appeal an accommodation decision as outlined in the *Academic Accommodations for Students with Disabilities Appeal Policy*.

#### 3.3.2 Faculty have the **responsibility** to:

- i. Support Brandon University's commitment and duty to accommodate students experiencing disabilities.
- ii. Work with Student Accessibility Services to gain knowledge of appropriate accommodations for the student.

- iii. Provide recommended accommodations without compromising the academic integrity or professional standards of the course or program.
- iv. Maintain students' dignity and privacy with regards to the disability and accommodations.
- v. Communicate in class and/or in the syllabus a willingness to assist in the provision of academic accommodations by informing students of the role of Student Accessibility Services and the University's responsibility to provide accommodation for student with documented disabilities.
- vi. Engage in dialogue with the student and Student Accessibility Services to address any concerns regarding specific accommodations.
- vii. Work with Student Accessibility Services when considering accommodations for field trips or clinical practicum.
- viii. Accept and acknowledge that accommodation recommendations and decisions made by Student Accessibility Services are based on appropriate documentation from a qualified professional, in accordance with this policy and relevant legislation, which the student has supplied to Student Accessibility Services.

### **3.4 Rights And Responsibilities of Brandon University**

#### **3.4.1** Brandon University has the **right** to:

- i. Determine the institution's Bona Fide Academic Requirements (BFARs).
- ii. Request valid documentation from a student that verifies the need for the accommodation(s).
- iii. Determine the adequacy of submitted documentation and initiate action as necessary.
- iv. Determine the extent and nature of accommodation students based on legislative requirements, professional prognoses, and informed practice by Student Accessibility Services. Informed practice includes dialogue and consultation with students regarding their abilities and limitations.

#### **3.4.2** Brandon University has the **responsibility** to:

- i. Respond to the students' request for accommodation in a timely, confidential and sensitive manner.
- ii. Create a supportive and responsive academic, social and physical environment. Such commitment on behalf of the institution, however, does not deter students experiencing disabilities from being active participants in their ultimate success.
- iii. Inform students of the process to appeal the denial of or modification to their request for accommodation.
- iv. Ensure that faculty and staff are knowledgeable about all policies and procedures related to Academic Accommodation for Students with Disabilities. Within their portfolios, Deans, Directors, Department Chairs and Vice-Presidents are responsible to inform themselves, and the faculty and staff for which they are responsible, of the provisions of these policies and procedures to ensure legal requirements are met.
- v. Treat information as confidential, in accordance with relevant legislation and Brandon University policy.

### **3.5 Appeal Process**

- 3.5.1** Students who believe they have not been treated fairly in accordance with this policy or who believe they were not reasonably accommodated with the type of

accommodation offered are expected to discuss this matter first with the Student Accessibility Coordinator.

**3.5.2** Faculty members who are concerned that the recommended accommodation may compromise the academic integrity of a course or program are expected to discuss this matter first with the Student Accessibility Coordinator.

**3.5.3** Any matters unresolved by discussion between students or faculty and the Student Accessibility Coordinator will be handled in accordance with the *Academic Accommodation for Students with Disabilities Appeal Procedure*.

## **4.0 Accountability**

**4.1** The Student Accessibility Coordinator or designate may revise or rescind process as identified in these procedures to:

**4.1.1** Comply with the revised policy; or

**4.1.2** Adjust process as reasonably necessary.

## **5.0 Review**

**5.1** Review of these procedures will be conducted every three (3) years. The next scheduled review date for this policy is January 2020 or earlier when there are significant changes in the related legislation.

## **6.0 Cross Reference**

### **6.1 Documents**

- *Brandon University Accessibility Policy*
- *Brandon University Academic Accommodation for Students with Disabilities Policy*
- *Brandon University Academic Accommodation for Students with Disabilities Appeal Procedure*
- *Brandon University Respectful Environment Policy*
- *Brandon University Student Rights and Responsibilities Policy*
- *Brandon University Academic Dishonesty Policy*
- *Brandon University Sexual Assault Policy (in development)*