

PROCEDURES

NAME	Student Accommodation
CATEGORY	Student Affairs
POLICY NUMBER	SA02
APPROVAL/EFFECTIVE DATE	11 September 2018

PROCEDURE STATEMENT

1. REQUESTING AN ACCOMMODATION

Students needing an Accommodation because of a Disability should communicate this need to the SSAO.

- a. The University does not receive or request any information with respect to any need for Accommodation from a Student's previous educational assessment.

1.1 Students requesting Accommodation should be prepared to:

- a. Identify the Protected Ground that gives rise to the need for an Accommodation;
- b. Provide details on the nature of the Accommodation requested;
- c. Provide supporting documentation;
- d. Participate and cooperate in the process of assessing and determining a Reasonable Accommodation; and
- e. Meet any Bona Fide Educational Requirements.

1.3 Requests for Accommodation are confidential, including the request for Accommodation, supporting documents. Letter of Accommodation are shared only when necessary or on a need-to-know basis. Medical documentation or Diagnosis is kept confidential with AC

2. EVALUATING A REQUEST FOR ACCOMMODATION

2.1 Accommodation is assessed and provided on an individual, case-by-case basis.

2.2 Referrals to the AO will occur when a student has a permanent/ persistent disability and the accommodation effects more than one class.

2.3 AO will access the request and will discuss a reasonable accommodation with the student. 2.4 A request for Accommodation may only be denied in cases of Undue Hardship. In determining whether or not there is Undue Hardship the University may consider, among other things:

- a. Financial cost to the University as a whole (not to a unit, program, or department);
- b. Significant disruption of operations;
- c. Health and safety concerns;
- d. Substantial interference with the rights of other individuals or groups; and
- e. Bona Fide Educational Requirements.

2.4 Determination of Undue Hardship should be made in consultation with University Legal Services. Undue hardship is a difficult legal standard to meet and in most cases a Reasonable Accommodation will be available. AO will document the request for accommodation and any accommodation option that are discussed with the student.

3 LETTER OF ACCOMMODATION

- 3.1 When a Reasonable Accommodation has been identified, The AO will prepare a Letter of Accommodation to be provided to the Student .
- 3.2 AO will retain a copy of the Letter of Accommodation and will email the letter to the instructor after the Add/Drop Deadline.

4 APPEALS

- 4.1 If the Student or Instructor has any concerns with the accommodations listed in the Letter, they are encouraged to contact the AO with their concerns. If they feel like their needs have not been met they may appeal the terms of the Letter to The Dean of Students (Student) or The Vice President Academic and Research (Instructors). The Vice President Academic and Research and The Dean of Students have access to Legal information if needed in rare circumstances, .
- 4.2 The Dean of Students or VPAR will either confirm or modify the Letter of Accommodation and be in communication with Instructor or Student.
- 4.3 The decision of the Dean of Students or the Vice President Academic and Research is final.