



Accessing Academic Accommodations

(for permanent and/or temporary disabilities / medical conditions)

Student Checklist

STEP 1

Once you have accepted an offer of admission to Lakehead University, email, fax or drop off your documentation of a permanent or temporary disability and/or medical condition to the office of Student Accessibility Services (SAS).

If you have a Learning Disability, ADHD and/or Autism Spectrum Disorder provide the following:

- Psychological Assessment, signed by a registered psychologist
 - This must be current (completed within the last four years or when the student was over the age of 18; please contact us with questions or if clarification is required)
 - If you need to update your assessment, the staff of Student Accessibility Services can assist with the arrangements

And (if applicable to you):

If you are coming from high school:

- Individual Education Plan (IEP) from your secondary school
- Minutes from the Identification, Placement and Review Committee (IPRC) from your secondary school

If you are coming from another post-secondary institution:

- A copy of your most recent Accommodation Form / Accommodation Plan

If you have a disability and/or medical condition (ABI, Hearing, Medical, Mobility, Psychiatric, Vision, etc) provide the following:

- A completed Medical Documentation Form (available from Student Accessibility Services) signed by a certified, licensed medical practitioner qualified to diagnose the disability / medical condition (physician, clinical psychologist, psychiatrist, neurologist, audiologist, ophthalmologist, etc.)

And (if applicable to you):

If you are coming from high school:

- Individual Education Plan (IEP) from your secondary school
- Minutes from the Identification, Placement and Review Committee (IPRC) from your secondary school

If you are coming from another post-secondary institution:

- A copy of your most recent Accommodation Form / Accommodation Plan

*** Note, mental health disabilities/conditions:** students with functional limitations that impair academic functioning may request interim accommodations pending the submission of disability documentation.

STEP 2

Contact the office of Student Accessibility Services

- Make an appointment to meet with a staff member. The staff member will be able to advise you regarding any further documentation that may be required and answer any questions. Your initial meeting may be in advance of the start of the academic year.
- If you are unable to meet in person, email or phone SAS to request a phone or video appointment.

STEP 3

Once you have confirmed your timetable, make a second appointment with the staff of Student Accessibility Services

- Bring your list of courses, complete with professor's names, to this appointment. You are able to print this from: **MyInfo > My Schedule** or **Drop Classes**. During this appointment your Confidential Accommodation Form will be completed. This form must be completed in order for you to receive your academic accommodations through SAS. Student Accessibility Services will send the completed form to all the relevant professors.

Points to Remember

- It is the student's responsibility to initiate all involvement with Student Accessibility Services.
- Students with disabilities must meet the academic requirements of each course or program. Ensure you have read the requirements in the University Calendar and contact the Faculty if you have any questions.
- Academic accommodations are determined on the basis of the functional limitations indicated within the student's medical/psychological documentation.
- Accommodations are meant to remove barriers and level the playing field for students with disabilities and/or medical conditions.
- SAS considers the privacy and confidentiality of students to be of paramount importance.
- Academic accommodations must be set for each term. Students are responsible for initiating the appointment for each term they require academic accommodations.

Contact Student Accessibility Services with any questions:

Thunder Bay Campus: SC0003 (tunnel level of the Student Centre) Email: sas@lakeheadu.ca Telephone: (807) 343-8047 Fax: (807) 346-7733	Orillia Campus: OA 1030 (Orillia Academic Building) Email: oraccess@lakeheadu.ca Telephone: (705) 330-4008 ext. 2103 Fax: (705) 329-4035
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