

Procedures Associated with the Policy on Accommodation and Access for Students with Disabilities/Medical Conditions

Effective Date: January 2018

I Roles and Responsibilities

In its efforts to accommodate students with disabilities appropriately, the approach adopted by the University is collaborative, involving the student requesting the accommodation; the instructor, Department, School, Program or Faculty providing the accommodation; and Student Accessibility Services. It should be noted that throughout the document any reference made to Student Accessibility Services refers to the office that provides services to students with disabilities.

The University recognizes that the process of requesting, granting and making arrangements for academic accommodation requires the collaborative support of the entire university community and places certain responsibilities on all those involved while acknowledging the University's legal duty to accommodate.

A. Roles and Responsibilities of the Student

The University recognizes the importance of a student's experience and knowledge with respect to his/her disability and its impact on learning. This being the case, it is imperative that the student with the disability, or their designated advocate, participates fully in determining the appropriate accommodations.

Students needing or requesting an accommodation shall:

- a) Engage in discussion with Student Accessibility Services, and if comfortable, the instructor, Department/School or Faculty regarding any concerns they may have about whether or not they would be able to meet the essential requirements of a course/program prior to registering in a course/program.
- b) Make formal requests to Student Accessibility Services about any required accommodations at the beginning of each academic term year.
- c) Provide all relevant and recent medical documentation (from an approved regulated health-care professional) to substantiate their disability, identify the functional limitations, and any resultant restrictions; Refer to Appendix I for full documentation guidelines.
- d) Work with Student Accessibility Services, instructors, and relevant administrative staff to develop an appropriate accommodation plan.
- e) Connect with Student Accessibility Services staff at the beginning of each term to ensure that the required accommodations are set in place.

- f) Follow procedures with regard to registering with Student Accessibility Services, complying with instructions relating to the implementation of any specific accommodation or support, and renewing registration with Student Accessibility Services in each subsequent term of study.
- g) Understand the duties to cooperate with the accommodation process – including a duty to cooperate with reasonable requests for medical and other expert evidence to enable the institution to understand the disability and a duty to cooperate with reasonable accommodation proposals put forward by the institution.
- h) Collaborate with instructor(s) to discuss specific accommodations when necessary (e.g., memory aids, rescheduling tests etc.). SAS advisors are available to assist upon request.
- i) Understand that if he/she chooses not to disclose a disability during the application process he/she may do so at a later date.
- j) Understand that he/she may be asked to provide documentation of any previous academic accommodation from prior educational institution

A. Accommodations for Courses

In order to coordinate any necessary arrangements, students and instructors, Chairs of Departments, Directors of Schools and Deans should pay close attention to the following procedures.

The provision of academic accommodations should not have a detrimental effect on other courses.

The student shall:

- a) Make their request for accommodation to Student Accessibility Services in a timely manner, identifying the courses for which accommodations are being sought. If accommodation requests and accommodation documentation have not been submitted at the application stage, new students to Lakehead must submit all required documentation to Student Accessibility Services as soon as possible after they have accepted their offer of admission to the University.
- b) Students returning to the University who have registered with Student Accessibility Services in the past and continue to require accommodations must contact Student Accessibility Services at the beginning of each term to discuss concerns about their courses and to identify required accommodations.
- c) Provide all relevant and recent medical documentation (from an approved regulated health- care professional) to substantiate their disability, identify any functional limitations and any resultant restrictions. (Where there is no existing documentation, the student must arrange for appropriate assessment of the disability. Student Accessibility Services may assist with these arrangements

B. Accommodations for Tests

The student shall:

- a) Contact Student Accessibility Services at least 10-14 days prior to the test to indicate that he/she will be taking the test/exam with Student Accessibility Services. Student Accessibility Services cannot guarantee accommodations if not notified within the timeline outlined above
- b) Provide at least 24 hour's notice to Student Accessibility Services to cancel a booked test. Failure to do so will result in a fee if not disability/medically related.

C. Accommodations for Examinations

The student shall:

- a) Be registered with Student Accessibility Services to qualify for accommodations for examinations;
- b) For examinations scheduled during the formal December and April examination schedule, complete an exam accommodation form available through Student Accessibility Services once the exam timetable has been posted and no later than November 1st for the fall term and March 1st for the winter term. For the spring/summer term, students taking Online Courses must complete an exam accommodation form by the end of the first week of classes. (Enrolment Services is responsible for Online Courses with paper based exams, written on campus)
- c) All attempts will be made at exam time to accommodate students who are newly registered with Student Accessibility Services; however, some flexibility may be necessary depending upon the timing of the request.
- d) Provide at least 24 hour's notice to Enrolment Services to cancel a booked formal exam.
- e) For examinations outside of the formal examination schedule, refer to procedures in Section B "Accommodations for Test".

E. Accommodations for Students Admitted to the Northern Ontario School of Medicine

Students admitted to the Northern Ontario School of Medicine who must comply with the academic accommodation policy and procedures as outlined by the Northern Ontario School of Medicine.