

Transition Guide for Students with Disabilities



Lakehead
UNIVERSITY

Student Accessibility
Services

Student Accessibility Services (SAS)

SAS coordinates services and facilitates the provision of academic accommodations for students with documented, temporary and/or permanent disabilities/medical conditions.

This includes students with:

- Learning Disabilities
- ADHD
- Mental Health Disabilities
- Chronic Medical Conditions
- Acquired Brain Injuries
- Mobility Disabilities
- Vision and Hearing Loss
- Temporary Conditions (concussions, broken limbs)

If you are unsure if we can support you, please contact our office and we can advise you.

NOTE: Interim accommodations can be set up while students work with their licensed healthcare provider to have documentation completed.

Documentation

SAS requires that documentation identify functional limitations related to a disability or medical condition that impact academic participation; however the specific diagnosis is not a requirement. When you meet with an SAS advisor they will review the documentation you have provided and let you know if further documentation will be required, or if your documentation requires updating.

Below are some examples of documentation that can assist in determining academic accommodations:

- A Psychological Assessment, signed by a registered psychologist. This must be current (completed within the last 4 years, or over the age of 18).
- A completed Medical Documentation Form (provided by SAS), signed by a licensed healthcare provider qualified in the area of your disability/medical condition.
- An audiologist report, use of assistive devices (hearing aids, FM systems).
- A visual acuity test, visual field limitations.
- A letter from a counselor, therapist.
- An Occupational Therapy Report.

Individual Education Plans (IEP) from your secondary school or minutes from the Identification, Placement and Review Committee (IPRC) from your secondary school can support some initial accommodations, but additional documentation will be required.

Academic Accommodations

Academic accommodations are intended to provide an equal opportunity for students whose disability and/or medical condition may impact their learning and/or their ability to demonstrate knowledge. Students must meet the essential requirements of the course/program as accommodations do not change these requirements.

Student Accessibility Services determines reasonable accommodations based upon the functional limitations indicated in the confidential medical documentation and/or the recommendations contained in a psycho-educational assessment.

Examples of Accommodations that may be granted include: Academic/Classroom Accommodations

- Reduced course load
- Access to class notes (ie. volunteer note taker, permission to record lectures, copies of lecture material such as PowerPoint presentations)
- Use of Assistive/Adaptive Technology
- Reasonable extensions on individual assignments and papers
- Guidance on requesting accommodations during practicum or placement

Testing Accommodations

- A distraction reduced environment for taking tests/exams
- Extended time
- Disability related breaks
- Use of a reader/scribe for tests/exams
- Use of Assistive Adaptive Technology



Steps to Accessing Academic Accommodations

STEP 1 Collect Your Documentation

- Once you have accepted an offer of admission to Lakehead University, gather your documentation of a permanent or temporary disability and/or medical condition. You can email, fax or drop off your documentation, or bring it with you to your appointment with Student Accessibility Services.
- If you do not have any documentation, or are unsure if your documentation is sufficient you can contact our office to meet with an SAS advisor who can review your documentation and make suggestions.

STEP 2 Connect With SAS

- Once you have registered in your classes, connect with SAS to schedule an appointment to set up accommodations and start the registration process. (this appointment can take place as early as late June or July)
- If you are unable to meet in person, email or phone SAS to request a phone or video appointment.



Activate Your Term Accommodations

- Prior to the term start date SAS will email you with instructions on how to activate your accommodations for the term. You will need to complete this process each and every term for which you require accommodations.
- SAS Staff will process your accommodation request and send your accommodation form(s) to your instructors. You will receive a copy of the email that goes to your instructors in your Lakehead University email inbox. The Accommodation Form will be attached to the email. Save this form to your computer for your future reference. Once you receive these emails your accommodations are active for the term.



Participate In SAS Procedures

- Students requesting or registered with academic accommodations through Student Accessibility Services (SAS) have a duty to participate in the accommodation process by following SAS timeline requests: including but not limited to regularly checking your @lakeheadu.ca student email, completing the accommodation request form at the beginning of each term, booking tests, or requesting alternate dates/start times for tests according to the SAS timelines.
- SAS will email you periodically throughout the term with deadlines and updates, please pay attention to these emails as you are responsible to know our procedures and deadlines.
- If any changes are required please reach out to your SAS Accessibility Advisor as soon as possible.



Confidentiality

Student Accessibility Services considers the privacy and confidentiality of students to be of paramount importance. All information and documentation provided to SAS is confidential.

Registering with SAS and receiving academic accommodations while at Lakehead University will not be reflected on a student's official university records, test results, academic transcripts or graduation documentation.

Your accommodation form will only include approved academic accommodations and will not include diagnostic information or functional limitations.

Roles and Responsibilities

Students: request accommodations and participate in the accommodation process; demonstrate and apply knowledge for instructor(s) to assess knowledge/learning; access support from services and through resources available on campus and in the community.

Faculty: implement academic accommodations in classroom; maintain academic integrity; collaborate with student and SAS to implement reasonable accommodations.

SAS: review documentation; set up reasonable accommodations; send Accommodation Forms to Faculty and students; work collaboratively with students to create a plan, support with communication with professors and develop learning strategies; refer students to services and resources on campus and in the community; support with developing self advocacy skills.

Parents and Supporters: encourage student to advocate for themselves and contact SAS, assist them in accessing documentation that supports their registration with SAS.

Bursary for Students with Disabilities (BSWD)

What is the BSWD? Why might you need the BSWD?

- The Bursary for Students with Disabilities (BSWD) is a bursary for students with a permanent, persistent or prolonged disability as identified in the OSAP Disability Verification Form (DVF). The BSWD helps full and part-time post secondary students with the costs of their disability-related educational services and equipment such as tutors or assistive software.

How do you apply for the BSWD?

- Students interested in applying for the BSWD must schedule an appointment with Student Accessibility Services. Please see the last page for contact information.

When should you apply for the BSWD?

- You should apply for the BSWD at the beginning of the academic year, as equipment and software purchased more than 60 days before your study period starts will not be eligible for the BSWD.

Does a student with a disability automatically qualify for the BSWD?

- Students seeking funding through the BSWD must have documented functional limitations that impact their academics as identified in an OSAP DVF and must qualify for an OSAP loan.

Are there tax implications with the BSWD?

- Bursary funds are considered income and must be declared on your income tax return. Every student that is approved for a BSWD will receive a T4A for tax purposes. You may be required to pay tax on the BSWD if you earn enough money in a single year.

The Differences Between High School and University

In High School your parent/guardian was included on all communication from your school and may have worked with your teachers or other support staff. Deadlines and other important dates were announced by instructors and often repeated throughout the semester and there was often time given in class to complete assignments.

In University:

- Students are expected to practice Self Advocacy - effectively communicating, conveying, negotiating or asserting their own interests, desires, needs and rights.
- You must initiate contact with Student Accessibility Services to access accommodations and support from our office. All information from our office will be shared with you directly.
- It is expected that you will check your course syllabus and keep track of upcoming important dates. It is unlikely there will be time given in class to complete assignments or readings. You are responsible to schedule time to study and complete assignments, as well as keep track of deadlines.
- If you require support with keeping track of these dates the Student Success Centre provides webinars, coaching, in person sessions, and peer mentors who can help you.
- Course selection and program requirements are two more aspects of University that differ greatly from High School. You must select all of your courses and ensure that you are meeting the requirements of your program when you register.
- Support to find out what the requirements of your program are and how and when to register can be found at Student Central. Student Central can also answer questions about OSAP and Financial Aid.

Transition Checklist

- ☐ I have accepted an offer of admission to a Lakehead University program and I have completed all necessary forms.
- ☐ I can explain my skills and areas of need and the types of services and supports that helped me in regards to my academics in previous education.
- ☐ I have collected all of my documentation that will support my need for academic accommodation.
- ☐ I have scheduled an appointment with Student Accessibility Services to discuss my disability/medical condition prior to the first day of class.
- ☐ I understand that once I have registered for courses I will need to register for term accommodations. If I am not contacted about completing this process I will reach out to Student Accessibility Services for further instructions.



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