

Students with Disabilities Guideline

Student Accommodation Request Guideline

A student may make an accommodation request to address an accessibility need on the Protected Grounds of Disability to Access and Disability Resources.

To make an accommodation request:

- Schedule an appointment with a Learning Specialist in the department of Access and Disability Resources.
- Make the request with sufficient notice to implement the accommodation.
 - Up to two months in advance for most services.
 - Up to three months in advance for interpreting, Communication Access Real-time Translation (CART) reporting, access to Assistive Technology, or specialized braille and tactile material preparation.

Students are expected to provide to provide relevant documentation that:

- Is completed by a licensed professional for which accommodation is being requested.
- Confirms the Disability exists and the functional effects of the disability.
- Describes current functioning.

A Learning Specialist will interview the student, review relevant documentation, and background information to identify:

- Barriers to full participation and the functional effects of the Disability.
- Reasonable accommodations.
- Additional information on course or other requirements.

An Individual Accommodation and Service Plan is agreed to by the student and the Learning Specialist. An appeal process is available to students when there is a disagreement between the student and the Learning Specialist regarding the Individual Accommodation and Service Plan.

An Accessibility/Accommodation Letter developed by the Learning Specialist that documents an Individual Accommodation and Service Plan is provided to Faculty by the student. The student must provide the Letter with sufficient notice to allow for implementation and cannot be applied retroactively.

Faculty Responsibilities:

- Review the Accessibility/Accommodation Letter to understand your role in the Accommodation Plan.
- Maintain the confidentiality of any personal information regarding the student in the Accessibility/Accommodation Letter.
- Connect with Access and Disability Resources when clarification or changes are required.
- A review request can be submitted to the Chair of Access and Disability resources if you feel the accommodation will compromise a Bona Fide Requirement. A Bona Fide Requirement must be approved by the Dean of the Faculty/School through which the course is offered.
- If you suspect a student has an accessibility need; inform them of University services or make a referral to Access and Disability Resources.
- Faculty appeals can be submitted in writing within 10 business days to the Dean (or designate) of the Faculty or School of which the Faculty is a member.

At any time, Access and Disability Resources can be used as a resource to better understand accommodation options, and the limits to accommodation.

Background

MacEwan University is committed to supporting the success of its students, faculty, and staff, through maintaining an inclusive and accessible environment. Generally, we strive for an environment that is universally accessible, but at times rules, standards, policies, and physical environments may have an unforeseen negative impact on individuals. Where these rules, standards, policies, or physical environments restrict equal access to individuals due to grounds protected by the *Alberta Human Rights Act* accommodation allows alterations to be made to ensure that MacEwan is accessible.

The duty to accommodate arises under the *Alberta Human Rights Act* and applies to post-secondary institutions. Accommodation does not require that academic or non-academic standards be lowered or relieve a student of the responsibility to develop essential skills and competencies. MacEwan University is committed to fulfilling its duty to accommodate and will work with impacted individuals to find a reasonable accommodation to the point of undue hardship.

For further information, please contact Access and Disability Resources at MyAccess@macewan.ca.

Additional reading material can be accessed via the Alberta Human Rights Commissions' website: albertahumanrights.ab.ca

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