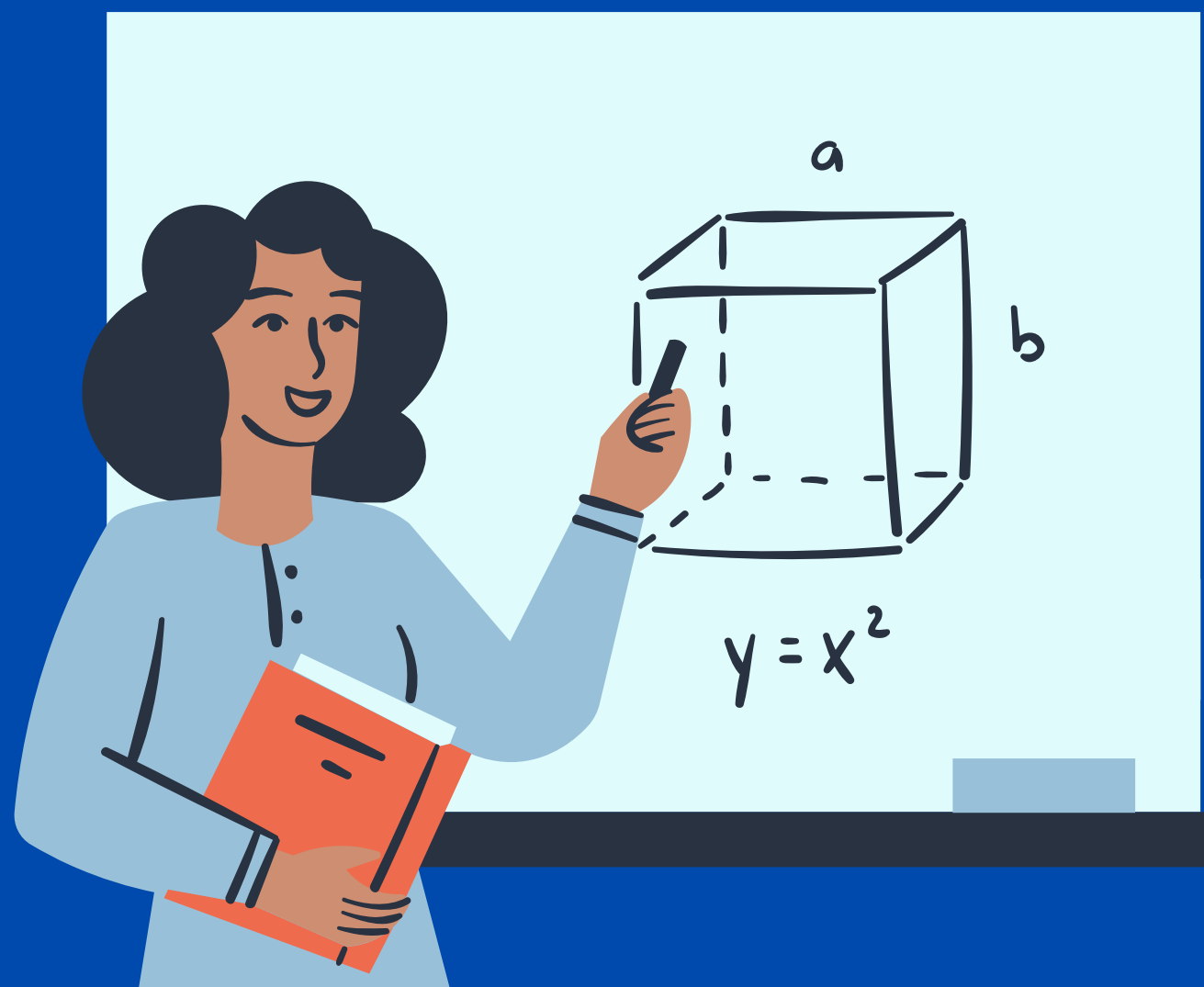


# Accommodations & You

## Faculty Summary Guide



**Academic Accommodations due to a protected ground, including physical or mental disabilities, are a HUMAN RIGHT.**

**At MRU, the academic accommodation process follows Policy 517, Academic Accommodations for Students Experiencing Disabilities, and corresponding Guideline**

**Students with accommodations are expected to meet the same academic standards as all students, although the manner by which they meet these standards may vary. Apart from the accommodations specified on their Accommodation Letter, they should be treated like any other student.**

**For ANY questions or concerns, contact the student's Access Advisor (listed @ the bottom of their Accommodation Letter).**

# Getting an Accommodation Letter

1

Read the letter in full and make note of the student's accommodations.

2

Have a discussion with the student about how the accommodations will be implemented in the course.

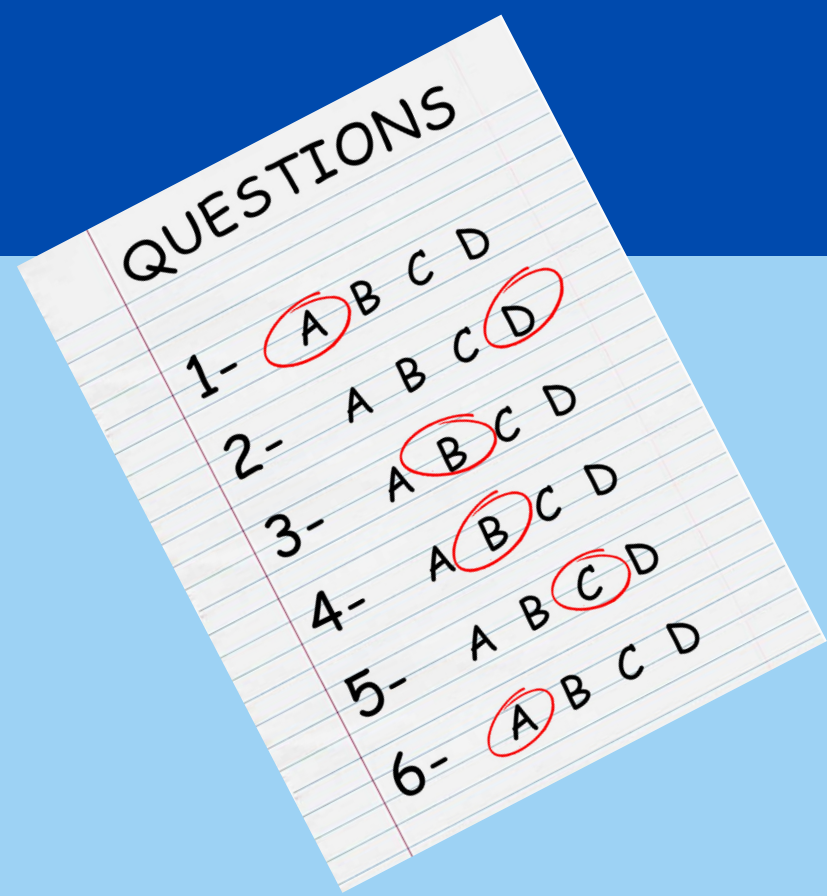
3

Reply all if you have been emailed the accommodation letter, or email [accessibility@mtroyal.ca](mailto:accessibility@mtroyal.ca), to acknowledge that you have been informed of the student's accommodations.

4

Provide specified accommodations, as required by the student. **Contact the student's Access Advisor if there are any questions or concerns.**

## Tests/Exams



If notified about an accommodated exam seating, send a copy of the test to AIS using your **secure faculty portal in Accommodate** (the database used by AIS).

### If using UDL for exam times . . .

- If providing all students with 2x the expected writing time, students with extended time do not receive any additional time.
- If providing all students with 1.5x the expected writing time, students with 2x extended time must be given an additional .5x.



# Faculty Rights & Responsibilities



- Upon receipt of a student's Accommodation Letter, arrange a time to discuss how their accommodations will be implemented in your course
- Send acknowledgement of accommodations to student and Access & Inclusion Services (AIS), regardless of whether you agree with the accommodations.
- Contact the student's Access Advisor to discuss concerns, if there are any.
- Accommodations cannot be denied unless it has been determined by a formal appeal.
- Direct students to AIS if an accommodation request is made but not accompanied by, or listed on, an Accommodation Letter.
- Make every effort to develop an inclusive learning environment (e.g., provide clear information in course syllabus and course policies regarding accommodations).

## Privacy & Confidentiality

- A diagnosis is considered private medical information under Human Rights Legislation. Under no circumstances should you ask a student to disclose their diagnosis.
- Encourage students to talk about the impact of their disability on their learning, rather than their diagnosis.
- Do not speak about a student's accommodations to or in front of others.
- If a student is recording for accommodation, you cannot inform other students, even if you do not name the accommodated student.



# What if . . .

## **You suspect a student has disability-related barriers?**

Invite them to review on campus services and to choose a support office/contact to begin a discussion of their concern (e.g., AIS, Wellness, Student Learning Services, Early Support)

## **A student discloses a disability?**

Encourage them to contact AIS. If already registered with AIS, encourage them to contact their Access Advisor

## **A student gives me a doctor's note for a limited illness?**

If a student has an illness unrelated to their disability (e.g., the flu or Covid-19), then a medical note for that illness is appropriate. Each academic area has its own policies and procedures regarding accommodation for illness or injury. Please consult yours.

AIS does not provide accommodations for students who are experiencing short-term illness; however, if the illness results in an ongoing or chronic condition, they may be referred to our office for support.

## **My course exam is online?**

If other students can write from home, so can students with test accommodations. You will be responsible for providing extended time. Students will be responsible for any required technology.

## **A student registered with AIS is not meeting academic expectations?**

Contact the student's Access Advisor as this may indicate that accommodations need to be renegotiated.

## **Why don't all students provide their accommodation letter at the beginning of the semester?**

Students can be diagnosed with a disability at any time, so registration with AIS continues throughout the academic year.

Some students try to complete their academic work without accommodations until they realize that they are unable to do so.

Other students fear the stigma of being known as a student experiencing a disability.

Some students, including international students, may not initially realize they have a right to reasonable accommodations or be aware of AIS.

Language plays a powerful and important role in shaping ideas and perceptions. Sensitivity in how we present information relating to people experiencing disabilities can go a long way in overcoming the most difficult barrier to full integration and accepting attitudes. For suggestions on how to speak with people experiencing disabilities, chat with an Access Advisor.

For further information and details, including suggestions for communication and UDL, please see the Faculty Handbooks available on **[www.mru.ca/ais](http://www.mru.ca/ais)**

**Contact Access & Inclusion Services**  
**Y201**

**403-440-6868 (Admin Team)**  
**[accessibility@mtroyal.ca](mailto:accessibility@mtroyal.ca)**