

## Academic Accommodation Appeal Process Checklist

**Academic Accommodation Letters list what is required to accommodate students in the learning environment. These accommodations are honoured and remain in place until the following appeal process is complete:**

- Instructor meets with student privately to discuss accommodations listed on their Accommodation Letter and how they relate to the design of the course.
- The Instructor does not support one or more of the accommodations listed on the Accommodation Letter.
- Email your acknowledgment of the student's accommodations to [accessibility@mtroyal.ca](mailto:accessibility@mtroyal.ca). **The accommodation remains in place until the appeal process is complete.**

The Instructor must then take the following steps.

- 1. Contact the Access Advisor listed on the Accommodation Letter and discuss the academic accommodation in question. If there is no resolution go to step 2.
- 2. Appeal the decision in writing to the Dean/Director within **5 business days** of the initial conversation with the student.
  - **The accommodation remains in place until the appeal process is complete**
  - Dean/Director may sub-delegate their decision-making authority to the Associate Dean level.
  - Dean/Director reviews the situation and involves individuals knowledgeable about accessibility, academic accommodation, human rights issues and the particular issues being adjudicated, including the Access and Inclusion Services Faculty liaison.
  - Dean/Director shall not refuse an accommodation until after consulting with the Provost & Vice President Academic or designate and University Legal Services.
    - Under human rights legislation, reasonable accommodation can only be denied by the University for reasons of undue hardship.
  - The Dean/Director's decision will be rendered in a timely fashion, normally within **20 business days**.
- 3. The decision of the Dean/Director is final.

## Academic Accommodation Appeal Process

