

THE ACADEMIC ACCOMMODATION PROCESS AT MRU

A Faculty Checklist

Did you know: Access Advisors are here to support faculty with the accommodation process.
Contact us anytime!



YOU HAVE RECEIVED AN ACCOMMODATION LETTER

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



HAVE A CONVERSATION WITH THE STUDENT

The same accommodation letter is provided for each course, as applicable.

The student is best able to provide information about which accommodations they need in your course and how they support their learning.



ACKNOWLEDGE THE STUDENT'S ACCOMMODATIONS

'Reply all' to the student's email, or include accessibility@mtroyal.ca if we have not already been cc'd, to indicate that you are aware of the student's accommodations.



IMPLEMENT THE ACCOMMODATIONS

All accommodations apply, as required by the student.

Accommodations cannot be denied unless it is determined through a formal appeal.



IF YOU DISAGREE WITH AN ACCOMMODATION

- 1) Implement the accommodation
- 2) Discuss alternative accommodations with the Access Advisor
- 3) If no reasonable alternative can be identified, submit a [formal appeal](#)



ADDITIONAL RESOURCES ...

- [Information for Faculty](#) (AIS website)
- [Accademic Accommodation and Mount Royal Faculty Handbook](#)
- [Accommodations & You Summary Guide](#)
- [Accommodated Exam Process: A Faculty Checklist](#)

