



FACULTY GUIDE TO STUDENT ACCOMMODATIONS

MRU has a responsibility and an obligation to support students academically and throughout their journey at our university, including when they need an accommodation.

We follow the Students Accommodations Policy and corresponding procedures, new in 2026.

Academic accommodations are protected as a human right, including physical and mental disabilities.

All students must meet the same academic standards, but how they meet the standards may vary.

**If you have questions, contact
Access & Inclusion Services**

mru.ca/ais
403-440-6868
accessibility@mtroyal.ca
W325

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For coursework, here's what you need to know and do:

1

You'll be notified by email when a student shares an assigned accommodation with you.

2

Log into your Accommodate Faculty Portal. Read the student's accommodation and acknowledge your review with your initials at the bottom of the page.

3

We encourage you to communicate with the student about their accommodations. Some require discussion about how best to implement them in your course.
Note: If a reasonable alternative has been discussed with the student and access advisor, complete the Reasonable Alternatives Form.

4

Implement the assigned accommodation.

5

Contact the student's access advisor (named in Accommodate) if you have any questions or concerns.

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For tests and exams, these are the steps to take:

1

You'll receive an email when an accommodated exam is booked. It will also be listed in Accommodate.

2

Please review the information thoroughly, including the details provided by the student. If there are any inaccuracies, the exam scheduler must be notified of the error.

3

Submit the exam or D2L details to the Accommodated Exam Centre via Accommodate, and follow the instructions provided.

4

It's best to submit the exam as soon as you are notified of the booking. Submit at least three business days prior to the student's scheduled exam or it will be rescheduled.

5

If you have questions: Contact the Accommodated Exam Centre at examsais@mtroyal.ca or 403-440-6420. Located in Y201.

ADDITIONAL GUIDANCE

- A student cannot be denied access to their accommodation if their scheduled seating time does not overlap with the class.
- Accommodations are confidential. Find a quiet or private opportunity to speak to a student about their accommodation, not in front of others.
- A diagnosis is considered private medical information. It's never okay to ask for details about a student's diagnosis or reason for their accommodation. Instead, discuss how the accommodation will look within the design of your course. If needed, discuss a reasonable alternative to the assigned accommodation.
- To prevent discrimination, if a student has audio recording as an accommodation, you should not inform anyone, even if you do not name the accommodated student.



WHAT IF ...

I SUSPECT A STUDENT HAS DISABILITY-RELATED BARRIERS?

Encourage them to seek out services on-campus to find support. Some examples might be AIS, Early Support, Student Learning Services, Wellness Services.

A STUDENT DISCLOSES A DISABILITY BUT DOESN'T HAVE AN ACCOMMODATION?

Ask the student to contact AIS or their access advisor if they're already registered with AIS.

A STUDENT GIVES ME A DOCTOR'S NOTE FOR A LIMITED ILLNESS?

Each academic area has its own policies and procedures for concessions for illness or injury; please consult yours.

AIS does not provide an accommodation for students experiencing short-term illness. However, if the illness results in an ongoing or chronic condition, they may be referred to AIS.

MY COURSE EXAM IS ONLINE?

If other students can write from home, so can a student with an exam accommodation. They could also choose to write in the Accommodated Exam Centre.

You are responsible to provide extended time by adjusting the online exam settings. Students are responsible for any required technology.

I HAVE CONCERNS ABOUT THE ACADEMIC PERFORMANCE OF A STUDENT REGISTERED WITH AIS?

All students are held to the same academic standards. Accommodations provide students with equitable opportunities but do not guarantee success. That said, encourage a student to contact their access advisor; they may be eligible for additional accommodation and support services.

A STUDENT DOESN'T PURSUE ACCOMMODATION AT THE BEGINNING OF THE SEMESTER?

Registration with AIS continues throughout the year, as required, so an accommodation could begin at any time.

Some students try to complete their academic work without accommodations until they realize they cannot do so. Others fear the stigma of being known as a student requiring accommodations. Or, they may not initially realize they have a right to reasonable accommodations or be aware of AIS, including international students.