



ACADEMIC ACCOMMODATION FOR STUDENTS EXPERIENCING DISABILITIES PROCEDURES

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Procedure Sponsor:	Provost and VP, Academic and VP, Student Affairs and Campus Life	Last Revised:	March 25, 2014
Administrative Responsibility:	VP, Student Affairs and Campus Life	Review Scheduled:	April 2019
Approver:	President's Executive Committee		

A. PROCEDURES

1. GUIDELINES FOR STUDENTS REQUIRING ACADEMIC ACCOMMODATION

1.1 Registration with Accessibility Services

Students are advised to register with Accessibility Services as early as possible to avoid a delay in service. New students should contact Accessibility Services upon admission. Students should contact Accessibility Services each semester to review their needs and their current personal information.

1.2 Requesting Academic Accommodation

Students requesting Academic Accommodation(s) will meet with an Access Advisor to identify their specific needs. This includes providing relevant, and if requested, corroborated, current medical, psycho-educational or psychological documentation to Accessibility Services. Documentation of the Disability(ies) must be:

- a. From a physician, psychologist, audiologist, ophthalmologist or other licenses specialist;
- b. Submitted on letterhead and include the clinician's name, title, phone number, address, date(s) of assessment; and
- c. Dated.

In addition, the documentation must indicate the impact the Disability(ies)/condition(s) has on the student in an academic setting. It may identify or recommend specific Accommodations and supports that would reduce the Barriers encountered in an educational setting.

1.3 It is the student's responsibility to ensure that sufficient notice, as defined by Accessibility Services' procedures, is given to enable Mount Royal to make the necessary Accommodation(s).

1.4 In situations where the requested Academic Accommodation is beyond the authority of Accessibility Services (e.g. University-level modification such as priority registration access), Accessibility Services will provide appropriate and relevant

recommendations, information and/or facilitation related to the Accommodation process to students and University personnel.

- 1.5 Work with Accessibility Services to develop an Accommodation plan (the Accommodation Agreement).
- 1.6 If applicable, students should apply for funding for academic accommodation as identified by the Access Advisor.
- 1.7 Provide the Professor Acknowledgement form and Academic Accommodation Memo to relevant faculty/instructional staff. Faculty/instructional staff should provide an opportunity outside of the classroom environment to discuss academic accommodation requirements in a private and confidential setting.
- 1.7 Students should notify Career Services or the relevant department personnel in advance of a work term placement, clinical, internship or practicum if a specific Accommodation is required for the work placement, as these Accommodations may require additional time to coordinate. Career Services or the relevant department personnel will work in consultation with the employer, the Faculty/School and Accessibility Services, where appropriate, to support suitable Accommodations.

2. GUIDELINES FOR FACULTY/INSTRUCTIONAL STAFF

- 2.1 Communicate to students at the beginning of the semester their willingness to meet with Students Experiencing Disabilities who require Accommodation to discuss their Accommodation requirements. Instructors shall include a statement in their syllabus indicating their willingness to assist in the provision of Academic Accommodations, informing students of the role of Accessibility Services and the University's responsibility to provide necessary Academic Accommodation. (See Appendix 5).
- 2.2 Receive the Professor Acknowledgement form and Academic Accommodation Memo from the student. Students shall be provided with an opportunity to discuss their Accommodation(s) with faculty/instructional staff in a private and confidential setting.
- 2.3 Understand that Accessibility Services can not disclose medical information to faculty/instructional staff, including the details of an individual student's diagnosis. These restrictions are imposed by legislation. Only information relevant and essential to the Academic Accommodation process, such as the impact or functional limitations of a Disability or condition, can be disclosed to relevant personnel on a need-to-know basis.
- 2.4 Concerns or disagreements related to recommended or directed Accommodations should be discussed with the relevant Access Advisor.
- 2.5 Where an Accommodation decision has been made by the appropriate delegated authority, that decision shall be upheld until the appeal process has been exhausted. The student's Accommodation shall not be disrupted during an appeal process. If an appeal is upheld, the appropriate authority (Manager, Accessibility Services or Dean/Director) shall determine the most appropriate way to remedy the situation, in consultation with the relevant faculty/instructional staff, Access Advisor and any other appropriate individual(s).
- 2.6 Faculty/instructional staff are not delegated authority to deny an Academic Accommodation unless it is a course-level Substitution or Waiver. (See "Authority for Academic Accommodation Decisions").

- 2.7 Where faculty/instructional staff are delegated authority for Academic Accommodation decisions (course-level Substitutions and Waivers), they must make their decision based on the criteria set out below. A request for an Academic Accommodation shall not be denied without first consulting the appropriate University personnel, including the Diversity and Human Rights Advisor and/or University Legal Counsel to ensure Mount Royal is upholding its statutory obligations.

3. GUIDELINES FOR PROGRAM/DEPARTMENT CHAIRS, DEANS/DIRECTORS AND OTHER UNIVERSITY PERSONNEL WITH ACADEMIC ACCOMMODATION AUTHORITY

- 3.1 Receive recommendations or referrals from Accessibility Services.
- 3.2 Understand that Accessibility Services can not disclose medical information to University personnel, including the details of an individual student's diagnosis. These restrictions are imposed by legislation. Only information relevant and essential to the Academic Accommodation process and decision, such as the impact or functional limitations of a Disability or condition, can be disclosed to relevant personnel on a need-to-know basis.
- 3.3 Concerns or disagreements related to recommended Accommodations should be discussed with Accessibility Services.
- 3.4 Academic Accommodation decisions shall be based on the criteria set out in these procedures. A request for an Academic Accommodation shall not be denied without first consulting the appropriate University personnel, including the Diversity and Human Rights Advisor and/or University Legal Services to ensure Mount Royal is upholding its statutory obligations.

4. AUTHORITY FOR ACADEMIC ACCOMMODATION DECISIONS

- 4.1 Authority for Academic Accommodation decisions is determined based on both the type (Modification, Substitution, Waiver, Degree Notwithstanding a Deficiency) and Level (Course, Program or University) of Accommodation being sought and is vested in the individual(s) with the most appropriate expertise for the situation.
- 4.2 In all cases, Academic Accommodation decisions will be made in a timely fashion, in consultation with Accessibility Services and based on documented Bona Fide Educational Requirements. Those with decision-making authority will fully apprise themselves of the relevant information, involving individuals who are knowledgeable about accessibility, Academic Accommodation and Human Rights issues. A request for Academic Accommodation shall not be denied without first consulting with the appropriate University personnel, including the Diversity and Human Rights Advisor and/or University Legal Services to ensure Mount Royal is upholding its statutory obligations. Reasonable Accommodation can only be denied by the University for reasons of Undue Hardship.
- 4.3 All decision-makers will uphold the University's responsibility to maintain confidentiality and privacy.
- 4.4 Modifications
- a. The authority to grant a Modification at the Course-Level and Program- Level is delegated to Accessibility Services after reasonable consultation with appropriate academic authorities, taking into account both academic concerns and legal obligations.

- b. The authority to grant a Modification at the University-Level is delegated to the Associate Vice-President, Enrolment Management, based on recommendations from Accessibility Services.

4.5 Substitutions

- a. The authority to grant Substitutions at the Course-Level is delegated to the course instructor.
- (b) The authority to grant Substitutions at the Program-Level is delegated to the program or department Chair.
- (c) The authority to grant Substitutions at the University-Level rests with General Faculties Council.

4.6 Waivers

The authority to grant Waivers is delegated in the same manner as Substitutions, recognizing that Waivers cannot be made of Bona Fide Educational Requirements.

4.7 Degree Notwithstanding a Deficiency

The authority to grant a Degree Notwithstanding a Deficiency rests with General Faculties Council. Normally, the General Faculties Council would exercise this authority upon a recommendation from a Faculty/School.

5. **APPEALS OF ACADEMIC ACCOMMODATION DECISIONS**

- 5.1 All parties to an appeal of an academic accommodation decision shall have access to support, including from their respective Associations (i.e., Students' Association of Mount Royal University, Mount Royal Faculty Association, Mount Royal Staff Association).
- 5.2 Academic Accommodation decisions shall be upheld until the appeal process has been exhausted. The student's Accommodation shall not be disrupted during the appeal process. If an appeal is upheld, the appropriate authority (Manager, Accessibility Services or Dean/Director) shall determine the most appropriate way to remedy the situation, in consultation with the relevant faculty/instructional staff, Access Advisor and any other appropriate individual(s).
- 5.3 Only those individuals with a real and substantial connection to the Academic Accommodation decision have grounds to appeal that decision.
- 5.4 While students are encouraged to be active participants in the Accommodation process, there are circumstances that may limit a student's ability to self-advocate. Factors such as the inherent power differential in the instructor-student relationship, the pervasive stigma involved with requiring Academic Accommodation, as well as the very nature of some Disabilities, can all play a role in a student's ability to play an active role in the Accommodation process.
- 5.5 Failure to provide Reasonable Accommodation where required by law amounts to Discrimination. Students who believe they have not been Reasonably Accommodated and have exhausted the appeal process may bring their concerns to Diversity and Human Rights Services.

- 5.7 Individuals requesting Accommodation retain their right to consult, or file a complaint with, the Alberta Human Rights Commission at any time. A complaint must be made to the Commission within one year after the alleged incident of Discrimination.

5.8 Appeal Process Step 1

Informal discussion with the initial decision-maker. Depending on the type and level of Accommodation sought, this may be an Access Advisor, Course Instructor, Program/Department Chair or Associate Vice-President, Enrolment Management.

5.9 Appeal Process Step 2

- a. In the case of Accessibility Services as initial decision-maker (Course-Level and Program-Level):
- i. Students may appeal the decision of the Access Advisor in writing to the Manager of Accessibility Services within five (5) business days:
 - o The Manager of Accessibility Services will fully inform him/herself of the circumstances and conduct a timely review, involving individuals who are knowledgeable about accessibility, Academic Accommodation, Human Rights issues and the particular issues being adjudicated, including the Faculty/School Accessibility Advisory Committee.
 - o The Manager of Accessibility Services shall not refuse an Accommodation until after consulting with the Vice- President, Student Affairs and Campus Life (or designate) and University Legal Services. Under Human Rights legislation, Reasonable Accommodation can only be denied by the University for reasons of Undue Hardship.
 - o The Manager of Accessibility Services' decision will be rendered in a timely fashion, normally within ten (10) business days.
 - o The decision of the Manager of Accessibility Services is final.
 - ii.) Other individuals directly and substantially connected to the Academic Accommodation decision (e.g., course instructor) may appeal the decision of the Access Advisor in writing to the appropriate Dean/Director within five (5) business days of the initial decision.
 - o The Dean/Director may sub-delegate his/her decision-making authority to the Associate Dean level.
 - o Deans/Directors will fully inform themselves of the circumstances and conduct a timely review, involving individuals who are knowledgeable about accessibility, Academic Accommodation, Human Rights issues and the particular issues being adjudicated, including the Faculty/School Accessibility Advisory Committee.
 - o The Dean/Director shall not refuse an Accommodation until after consulting with the Provost and 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.

- o The Dean's/Director's decision will be rendered in a timely fashion, normally within (twenty) 20 business days.
 - o The decision of the Dean/Director is final.
- b. In the case of Course Instructor (Course-Level Substitutions or Waivers) or Program/Department Chair (Program-Level Substitutions or Waivers) as initial decision-maker:
- i. Individuals directly and substantially connected to the Academic Accommodation decision (e.g., student requesting Accommodation, course instructor) may appeal the decision of the course instructor or Program/Department Chair in writing to the appropriate Dean/Director (or the Provost and Vice- President, Academic in cases where the Dean/Director is the deciding course instructor) within five (5) business days of the initial decision.
 - o The Dean/Director may sub-delegate his/her decision-making authority to the Associate Dean level.
 - o The Dean/Director will fully inform him/herself of the circumstances and conduct a timely review, involving individuals who are knowledgeable about accessibility, Academic Accommodation, Human Rights issues and the particular issues being adjudicated, including the Faculty/School Accessibility Advisory Committee.
 - o The Dean/Director shall not refuse an Accommodation until after consulting with the Provost and 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.
 - o The decision of the Dean/Director is final.

B. DEFINITIONS

(1) Academic Accommodation(s):

Academic Accommodation refers to the process of making alteration(s) to the delivery of academic services and requirements, including admission, progression and graduation requirements, to enable equitable participation. The Academic Accommodation of Students Experiencing Disabilities involves activities like making adjustments or alternative arrangements in the educational environment to ensure it does not have a discriminatory effect on a student because of the Disabilities they may experience.

Modification is an Accommodation involving a relatively minor change made to an academic admission, progression or graduation requirement. Modifications usually involve a revision to the way a student must demonstrate required skills and knowledge, or sometimes additional assistance for a student which does

not detract from the skills and knowledge the student must acquire. See Appendix 2 for examples.

Substitution is an Accommodation involving the replacement of a certain academic admission, progression or graduation requirement by another that is deemed comparable. Substitutions are commonly used to effect Accommodations. See Appendix 2 for examples.

Waiver is an Accommodation involving the removal of an academic criterion for admission, progression or graduation. A Waiver should never be offered in regard to a Bona Fide Educational Requirement. A Waiver does not include a case where a requirement is replaced by another requirement (this is a Substitution), but rather is the complete elimination of a non-Bona Fide Educational Requirement. See Appendix 2 for examples.

Degree Notwithstanding a Deficiency is one that is conferred upon a student who has not met all the General Faculties Council-approved requirements for their program of study and for whom no other Accommodation has been approved in regard to the missing requirements. A degree not-withstanding a deficiency, when approved by General Faculties Council (or the Dean, as delegated in the Academic Standing, Continuance and Graduation policy) is the only way in which a student may effectively obtain a Waiver of what would otherwise be considered a Bona Fide Educational Requirement.

- (2) **Access Advisor:** refers to a qualified Accessibility Services professional who works with students, faculty/ instructional staff and other University personnel to develop appropriate Accommodations, or recommendations for Accommodations for Students Experiencing Disabilities.

- (3) **Accessibility Services:** refers to the Mount Royal department with delegated authority to assist the University in discharging its legal and moral duty to provide Academic Accommodation and to create an accessible learning environment that encourages full participation in academic courses for Students Experiencing Disabilities. Accessibility Services works with students, faculty/instructional staff and other University personnel to develop appropriate Accommodations for students who experience Disabilities in the post-secondary environment.

- (4) **Accommodation Agreement:** refers to the signed arrangement, facilitated by Accessibility Services, made between Mount Royal and the student that:
 - a. specifies the recommended Accommodation(s) to be provided by Mount Royal for the student; and,

b. authorizes the release of information to appropriate individuals when necessary.

(5) Barrier: is a structure, design, practice and/or criterion that prevents or impedes a person from accessing a facility or service.

(6) Bona Fide Educational Requirement(s): are those requirements that are a reasonable and justifiable component of a program that may limit entry to, or completion of, a program or course. In the context of Academic Accommodation, they include the admission, progression and graduation requirements that are essential to maintain the academic integrity of a program, including those necessary for students to acquire and demonstrate essential skills and knowledge.

(7) Course-Level Accommodation(s): refer to Accommodations generally related to Course-specific admission or progression criteria. Examples include methods of course delivery and evaluation or course prerequisites.

(8) Disability: is an umbrella term, covering impairments, activity limitations and participation restrictions. Disability is thus not just a health problem. It is a complex phenomenon, reflecting the interaction between features of a person's body and features of the society in which they live. Overcoming the obstacles faced by people experiencing Disabilities requires interventions to remove environmental and social Barriers.

(9) Discrimination: is defined as one or a series of unwanted behaviours or communication directed toward an individual or members of an identifiable group because of a prohibited ground of Discrimination, as identified by the Act and reflected in the Mount Royal Human Rights policy. The prohibited grounds of Discrimination are:

- Race
- Ancestry
- Religious Belief
- Physical Disability
- Age
- Marital Status
- Family Status
- Colour
- Place of Origin
- Gender
- Mental Disability
- Sexual Orientation
- Source of Income
- Gender Identity and Expression

Discrimination is behaviour which may be rooted in a prejudicial attitude. Discrimination is an act of differentiated treatment towards an individual as a

member of a group or towards a group, which can disadvantage an individual or group.

Discrimination often excludes an individual from a right or privilege to which they would otherwise be entitled.

Whether it is colleague to colleague, supervisor to subordinate, subordinate to supervisor, employee to student, student to employee, or student to student, Discrimination introduces a disruptive element into Mount Royal's environment which endangers the well-being and job performance or educational experience of the individual.

(10) Duty to Accommodate: refers to the obligation of an employer or service provider to take measures to eliminate for employees, prospective employees or clients disadvantages that result from a rule, practice or physical Barrier that has or may have an adverse impact on individuals or groups protected under the Act. Mount Royal has the Duty to Accommodate to the point of Undue Hardship. In the Mount Royal context, the University is both an employer and a service provider and clients mean any student or other member of the community wishing to make use of our services or facilities. The Duty to Accommodate recognizes that true equality means respecting individual's different needs.

(11) Human Rights: are inalienable, indivisible, universal entitlements codified in international and domestic law. In Canada, they are protected through:

The *Canadian Charter of Rights and Freedoms*;

Provincial/territorial human rights legislation (e.g., *Alberta Human Rights Act*);

Decisions of tribunals and courts;

Human rights commission policy statements, interventions and other mandated functions; and,

International law/instruments (ratified treaties, treaty body comments/decisions, international and other jurisdictional decisions).

(12) Professor Acknowledgement: refers to the signed form that verifies the course instructor has received the student's confidential Academic Accommodation Memo and to acknowledge that the student has met with the course instructor to discuss how the Accommodation request may relate to the design of the course.

(13) Program-Level Accommodation(s): refer to Accommodations normally related to program-specific admission, progression or graduation criteria. Examples include clinical or practica requirements.

- (14) Policy:** means the Academic Accommodation for Students Experiencing Disabilities Policy
- (15) Reasonable Accommodation:** refers to an Accommodation that addresses an inequity without creating an Undue Hardship on the employer or service provider. The law requires that Students Experiencing Disabilities must be provided Reasonable Accommodation, not perfect accommodation.
- (16) Students Experiencing Disabilities:** refers to those individuals who have any verifiable and persistent physical, learning, cognitive, sensory, psychological, neurological, or temporary impairment that may affect their academic progress.
- (17) Systemic Discrimination:** (also referred to as Substantive or Institutional Discrimination) can be described as a pattern of behaviour, policies or practices that are part of an organization, and which create or perpetuate disadvantage related to one or more of the prohibited grounds set out in the Act. In many cases, systemically Discriminatory policies and practices seem neutral on their face but when applied equally to all result in differential treatment to a particular group.
- (18) Undue Hardship:** refers to unreasonable and excessive challenges for the institution which may include but are not limited to:
- a. The financial cost of the Accommodation(s) will hurt the viability of the institution; and/or
 - b. There are significant competing rights; and/or
 - c. There are health and safety concerns; and/or
 - d. The Accommodation would compromise Bona Fide Educational or Occupational Requirements.
- Undue Hardship is determined by a three-part test created by the Supreme Court of Canada and interpreted by tribunals and courts. According to the Alberta Human Rights Commission, the Undue Hardship standard is very high and post-secondary institutions will normally be required to provide Accommodation. Individuals may consult with Diversity and Human Rights Services and/or the University's Legal Services with their questions regarding Undue Hardship and Mount Royal's legal Duty to Accommodate.
- (19) University:** means Mount Royal University
- (20) Universal Access/ Universal Design:** is an approach to the design of all products, processes, procedures, systems, structures and environments. The goal is to make these as useable as possible by as many individuals as possible, regardless of ability. "Universal" does not imply one solution for everyone; rather, it reflects an awareness of the unique nature of each individual as

well as the need to accommodate differences. The aim is to create learning and working experiences to suit the individual and to maximize the individual's ability to progress.

(21) University-Level Accommodation(s):

refer to Accommodations related to general admission, progression or graduation requirements and related to processes administered by a central University authority. Examples include graduation requirements like General Education courses or processes such as access to registration.

C. RELATED POLICIES

- Academic Accommodation for Students Experiencing Disabilities Policy
- Academic Standing, Continuance and Graduation Policy
- Code of Student Conduct Policy
- Human Rights Policy
- Universal Access Policy

D. RELATED LEGISLATION

- *Alberta Human Rights Act.*
- *Alberta Freedom of Information and Protection of Privacy Act.*
- *Alberta Health Information Act.*
- *Canadian Charter of Rights and Freedoms.*

E. RELATED DOCUMENTS

- Academic Accommodation Memo
- Code of Student Conduct Procedures
- Collective Agreement between the Board of Governors of Mount Royal University and the Mount Royal Faculty Association
- Collective Agreement between the Board of Governors of Mount Royal University and the Mount Royal Staff Association
- Human Rights Procedures
- Professor Acknowledgement Form
- United Nations Standard Rules on Equalization of Opportunities for Persons with Disabilities

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Author (Position Title)	Approver (Position Title)
12/11/2006	NEW			
03/25/2014				
08/18/2017	Editorial – formatting		Director, University Secretariat	

MOUNT ROYAL UNIVERSITY

ACADEMIC ACCOMMODATION FOR STUDENTS EXPERIENCING DISABILITIES POLICY

AUTHORITY FOR ACADEMIC ACCOMMODATION DECISIONS

APPENDIX 1

	COURSE LEVEL	PROGRAM LEVEL	UNIVERSITY LEVEL	
MODIFICATION				
AUTHORITY	Accessibility Services in consultation with Faculty	Accessibility Services in consultation with Department/Program Chair	AV-P Enrolment Management, upon recommendation of Accessibility Services	
APPEAL	Student	Other	Student	Other
* Only those with a real and substantial connection to the decision have grounds to appeal	<u>Step 1:</u> Access Advisor (informal)	<u>Step 1:</u> Access Advisor (informal)	<u>Step 1:</u> Access Advisor (informal)	<u>Step 1:</u> Access Advisor (informal)
	<u>Step 2:</u> Manager, Accessibility Services (Formal)	<u>Step 2:</u> Dean/Director (Formal)	<u>Step 2:</u> Manager, Accessibility Services (Formal)	<u>Step 2:</u> Dean/Director (Formal)
	SUBSTITUTION			Discuss with AV-P, Enrolment Management. Decision is final.
AUTHORITY	Course Instructor	Program/Department Chair	General Faculties Council	
APPEAL	<u>Step 1:</u> Discussion with decision-maker (informal)	<u>Step 1:</u> Discussion with decision-maker (informal)	The decision of GFC is final.	
	<u>Step 2:</u> Dean/Director (Formal)	<u>Step 2:</u> Dean/Director (Formal)		
WAIVER				
AUTHORITY	Course Instructor	Program/Department Chair	General Faculties Council	
APPEAL	<u>Step 1:</u> Discussion with decision-maker (informal)	<u>Step 1:</u> Discussion with decision-maker (informal)	The decision of GFC is final.	
	<u>Step 2:</u> Dean/Director (Formal)	<u>Step 2:</u> Dean/Director (Formal)		
DEGREE NOTWITHSTANDING A DEFICIENCY				
AUTHORITY	N/A	N/A	General Faculties Council	
APPEAL	N/A	N/A	General Faculties Council	

MOUNT ROYAL UNIVERSITY

ACADEMIC ACCOMMODATION FOR STUDENTS EXPERIENCING DISABILITIES POLICY

EXAMPLES OF ACADEMIC ACCOMMODATIONS BY TYPE AND LEVEL

APPENDIX 2

	COURSE-LEVEL	PROGRAM-LEVEL	UNIVERSITY-LEVEL
<p>MODIFICATION</p> <p>A relatively minor change to academic requirement, usually revision to way student demonstrates required skill/knowledge or additional assistance.</p>	<p>Additional time for exams</p> <p>Alternate exam format</p> <p>Provision of note taker or interpreter</p> <p>Alternate modes of course delivery or evaluation</p> <p>Use of adaptive technology or special equipment</p>	<p>Use of adaptive technology or special equipment</p> <p>Modifications to clinical/practical requirements</p>	<p>Priority registration access</p> <p>Full-time equivalency status</p>
<p>SUBSTITUTION</p> <p>Replacement of academic requirement by another deemed comparable.</p>	<p>Replace course pre-requisite with similar course</p>	<p>Replace clinical/practical requirement with written assignment</p> <p>Substitute clinical/practical requirement with previous work/volunteer experience</p>	<p>Replace General Education requirement or elective with similar course</p>
<p>WAIVER</p> <p>Removal of academic requirement; should never be offered in regard to Bona Fide Educational Requirement.</p>	<p>Exempt student from completing an assignment or exam</p> <p>Waive course pre-requisite</p>	<p>Waive program admission criteria without equivalent replacement</p> <p>Waive credit required to graduate</p>	<p>Waive requirement Grade 12 course</p> <p>Waive General Education or elective requirement</p> <p>Waive requirement for at least 60% in required Grade 12 courses</p>
<p>DEGREE NOTWITHSTANDING A DEFICIENCY</p> <p>Credential conferred upon student who hasn't met all requirements for program; only way to effectively obtain waiver of Bona Fide Educational Requirement.</p>	<p>N/A</p>	<p>N/A</p>	<p>Waive a Bona Fide Educational Requirement</p> <p>Normally granted on compassionate grounds, such as a degree granted posthumously or the correction of a historical wrong beyond the control of the student</p>

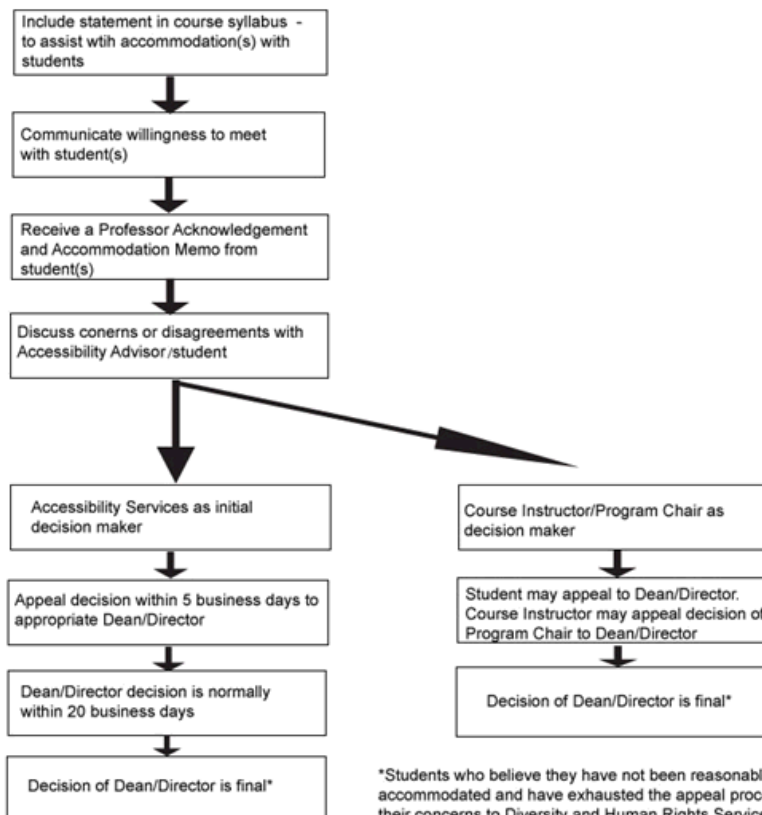
MOUNT ROYAL UNIVERSITY

ACADEMIC ACCOMMODATION FOR STUDENTS EXPERIENCING DISABILITIES POLICY

FACULTY/INSTRUCTIONAL STAFF RECEIVING ACCOMMODATION REQUEST

APPENDIX 3

Not delegated to deny accommodation unless it is course-level substitution or waiver
Authority is based on type and level of accommodation being sought
Accommodation must be upheld during the appeal process
If appeal is upheld, Manager, Accessibility Services or Dean/Director shall determine how to remedy the situation



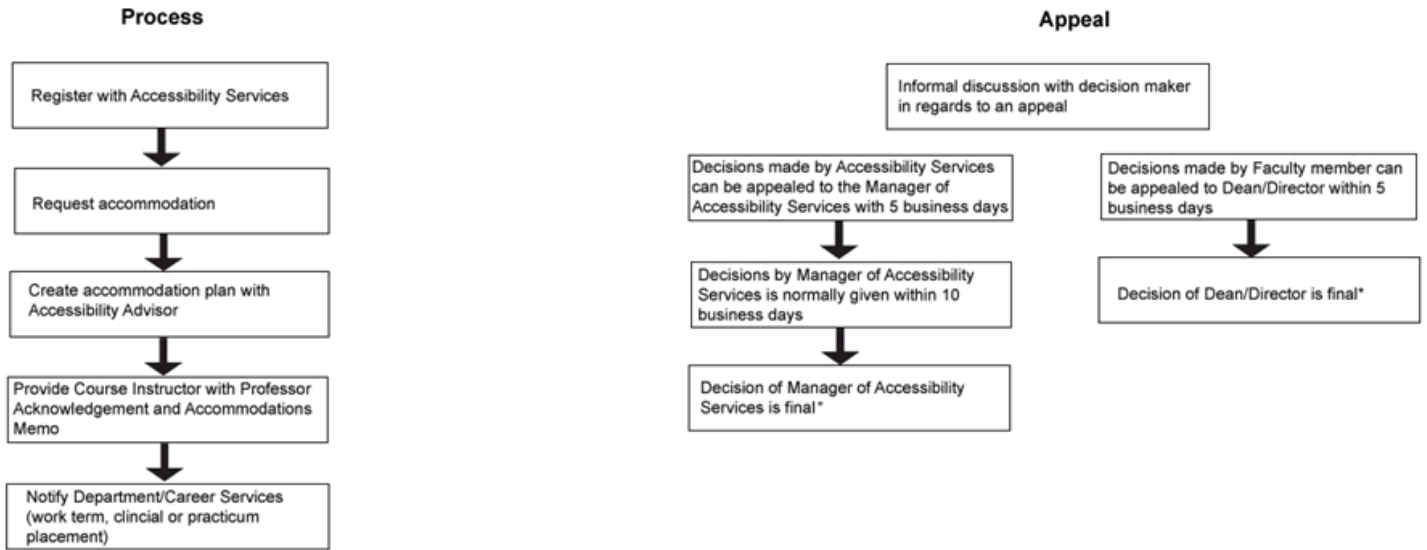
*Students who believe they have not been reasonably accommodated and have exhausted the appeal process may bring their concerns to Diversity and Human Rights Services

MOUNT ROYAL UNIVERSITY

ACADEMIC ACCOMMODATION FOR STUDENTS EXPERIENCING DISABILITIES POLICY

STUDENT REQUESTING ACCOMMODATION

APPENDIX 4



Decisions are final by Associate Vice President of Enrollment Services and General Faculties Council

*Students who believe they have not been reasonably accommodated and have exhausted the appeal process may bring their concerns to Diversity and Human Rights Services

MOUNT ROYAL UNIVERSITY

ACADEMIC ACCOMMODATION FOR STUDENTS EXPERIENCING DISABILITIES POLICY

SAMPLE OF A COURSE SYLLABUS STATEMENT

APPENDIX 5

If you are a student with an Academic Accommodation Memo and Professor Acknowledgement form from Accessibility Services, please make an appointment with me as soon as possible to discuss your Accommodations in a private and confidential setting. Requests to review and sign Academic Accommodation documents should not be made during or between classes.

If you are a Student Experiencing a Disability who may require Academic Accommodation and have not yet registered with Accessibility Services, please contact their office at 403-440-6868. You must be registered with Accessibility Services to access Academic Accommodations.

If you require Academic Accommodations for a reason other than Disability, please make an appointment with me to discuss or contact Diversity and Human Rights Services at 403-440-5956.