

PROCEDURES

This Procedure governs the implementation of Academic Accommodations under the Academic Accommodations Policy. Implementation requires that students, staff and faculty perform various functions as set out below in relation to disability identification, collection of information, and planning for accommodations.

ACTION

RESPONSIBILITY

1. IDENTIFYING A DISABILITY

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| 1.1. | Staff or faculty may invite students to self-identify a disability and request Academic Accommodations. | Staff/Faculty |
| 1.2. | A student seeking accommodation must self-identify a disability to the College. | Student |
| 1.3. | The student, together with staff and faculty, identify the adverse impact of the disability on access or participation. | Student/Staff/
Faculty |
| 1.4. | Staff and faculty must provide information, advice, and support to students in relation to Academic Accommodation services when they become aware of situations where a student may benefit from such services. | Staff/Faculty |
| 1.5. | Academic Accommodations require time to plan and implement. Students are advised to begin this process as soon as possible in advance of their Program start. However, it is recognized that needs for accommodation may arise or evolve over time and that the nature of the need for accommodation may not be clear from the outset. Therefore, accommodation requests can be made at any point during the student's academic career. | Student |

2. COLLECTING INFORMATION

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| 2.1. | The student, staff and faculty work together to:
2.1.1. identify disability impacts and accommodation needs; and
2.1.2. obtain and bring together comprehensive information to support each academic accommodation request. | Student/Staff/
Faculty |
| 2.2. | Each request for accommodation must be supported by comprehensive information, including but not limited to:
2.2.1. the nature of the disability;
2.2.2. the current impact of the disability;
2.2.3. the impact of the disability in the context of the particular College program; and, where possible,
2.2.4. explicit recommendations for Academic Accommodations. | Student/Staff/
Faculty |
| 2.3. | This usually includes documentation which states the review and opinion of a recognized medical or psycho-educational professional | Student/Staff |

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about the student's current level of functioning. Any opinions expressed in any of documentation must be those of a trained professional with recognized expertise in the area to which the opinion relates.

- 2.4. In all cases, the College reserves the right to request additional documentation or information. Staff

3. PLANNING ACADEMIC ACCOMODATIONS

- 3.1. The student, staff and faculty are responsible to facilitate the Academic Accommodation planning process. Student/Staff/Faculty
- 3.2. The student is responsible to request specific Academic Accommodations. Student
- 3.3. Student Services shall review all requests for Academic Accommodation, and may: Staff
- 3.3.1. provide the Academic Accommodation;
 - 3.3.2. recommend alternative Academic Accommodations;
 - 3.3.3. refuse the Academic Accommodation on the basis that:
 - 3.3.3.1. further information is required to support the request;
 - 3.3.3.2. the request does not fall properly under this policy;
 - 3.3.3.3. the accommodation would impose undue hardship; or
 - 3.3.3.4. such other grounds as Student Services determines: or
 - 3.3.4. defer a decision until the Student has satisfied outstanding requests for further information.
- 3.4. The student, staff and faculty are responsible to implement and monitor Academic Accommodations. Student/Staff/Faculty

PROCEDURE SUPPORTS

www.disabilityservices.nsc.ca

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