



2.4 An inclusive learning environment may require the provision of suitable individual



- 4.4 The student may appeal to the Senate Committee on Appeals if the student has grounds to believe that the decision did not meet the appropriate standards of procedural fairness.

APPENDIX 1 –

Academic accommodations are individualized for a particular student and may include (but are not limited to):

- (a) adaptation, substitution or deletion of a component of a program, course, assignment or method of assessment;
- (b) provision of a service.

#### Undue Hardship

Undue hardship is the test of reasonable accommodation. What constitutes undue hardship will vary according to the unique circumstances of each situation. The following would likely constitute undue hardship:

- (a) when accommodation alternatives would result in an essential course or program requirement being unmet; or
- (b) when the accommodation would result in a risk to public safety or a substantial risk of personal injury to a student; or
- (c) when financial cost is such that the operations of the university would be fundamentally diminished, or a program or service would cease to exist due to the financial burden of the accommodation.

Revised June 97

Reviewed October 1999

Revised June 2000

Revised May 2001

Revised January 2006

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#### AUTHORITIES AND OFFICERS

I.Approving Authority: Senate

II.Designated Executive Officer: Vice-President Academic and Provost

III.Procedural Authority: Senate

IV.Procedural Officer: Associate Vice-President Student Affairs

PROCEDURES FOR ACADEMIC ACCOMMODATION AND ACCESS FOR  
UNDERGRADUATE STUDENTS WITH DISABILITIES

Procedural Authority: Senate

Effective Date: September 2011

Procedural Officer: Associate V052.7 3(V)-5.9 (052.7 3(V)-5.9 (0

Admissions

7.00 The university's academic calendar and website contain information for Students with Disabilities applying for admission to the university.

Admission under Special Access Category

8.00



(b) Midterms  
All mid-

Services Provided by the CAL

- (f) voice recognition software;
- (g) large print exams or magnification with CCTV;
- (h) use of a word processor, spell check, or grammar check;
- (i) calculator and/or formula sheet; and/or
- (j) visual (sign) language interpreting.

#### Additional Registration Information

##### Registration for Accommodations that Require Additional Time to Implement

- 21.00 Examples of Academic Accommodations that require advanced planning and early course registration include but are not limited to:
- (a) Texts and course packs in alternative formats;
  - (b) Sign language interpreting or captioning;
  - (c) Substantial modifications to classroom furniture; and
  - (d) Lab work requiring an assistant or adaptation of the schedule.

If the CAL determines eligibility for early registration, a CAL advisor will notify Undergraduate Records who will assign the earliest registration date and time specific to the Student's year of study and e-mail this information to the Student. For Faculty of Law Students, the CAL advisor will notify the Faculty of Law directly for early registration purposes.

- 22.00 Requests for early registration, alternative texts or material, or visual language interpreting should be made by the Student as soon as the Student knows the courses that they will be enrolled in. While some texts and course materials may already be available in the required format, it may take several weeks for delivery.

##### Requests for Reduced Course Loads

- 23.00 Students with Disabilities who have reason to take a reduced course load may request approval from their respective faculty or academic departments. Student loans, scholarships, work-study and on-campus housing requiring full-time registration may also be accessed by a Student who is studying part-time for reasons of Disability. Students must be registered in a minimum 40% course load.

##### Academic Advising

- 24.00 Academic Advisors are available in each faculty for the purpose of assisting decisions about academic programs and courses. Contact information for the advising centres on campus can be found at:





The notification shall include the rationale for the decision and any alternate resolution as applicable.

35.00 Where the Student is unsatisfied with the outcome of the review or with the Dean's decision, the Student may appeal to the Senate Committee on Appeals in accordance with its Terms of Reference and Procedural Guidelines  
[http://www.uvic.ca/university\\_secretary/senate/committees/appeals.php](http://www.uvic.ca/university_secretary/senate/committees/appeals.php)

35.01 The Senate Committee on Appeals decision is final within the university.

36.00 To assist Students with their coursework when a formal review or appeal is pending, the CAL and the instructor(s) shall assess the Academic Accommodation plan to determine what aspects of the plan, if any, can be immediately implemented on an interim basis pending the completion of the review or appeal.

#### Academic Concessions

37.00 Academic concessions are available to Students when medical or other issues are so severe as to:

- (a) prevent the Student from completing the courses or examinations listed; or
- (b) justify some academic concession as specified by a physician, registered psychologist or counsellor.

37.01 A Student wishing to initiate an academic concession request shall refer to information provided by the Registrar:  
<https://www.uvic.ca/regi>

40.00 Students should notify their faculty in advance of their practicum if a specific Accommodation is required related to the practicum. The faculty will work with the employer as appropriate to support suitable Accommodations in the practicum.

#### Library Assistance

41.00 Students are advised to contact the loan desk in any of the university's libraries for assistance with library related services. Additional information on the Libraries' services for Students with a disability is available at:  
<http://www.uvic.ca/library/use/info/accessibility/index.php>

#### RELATED DOCUMENTS

[Academic Accommodation and Access for Students with Disabilities](#) policy (AC1205)

[Protection of Privacy](#) policy (GV0235)

[Records Management](#) policy (IM7700)

[Appendix 1- Notification of Instructors by the CAL](#)

[Appendix 2 - Accommodated Exam Procedure at the CAL](#)

[Appendix 3 - Documentation of Disability](#)

[Appendix 4 - Assistive Technology](#)

[Appendix 5 - Learning Assistance Services](#)

[Appendix 6 - Transportation](#)





Appendix 2  
Accommodated Exam Procedure at the CAL

Students must submit a completed exam arrangement form to the CAL for each exam to be written in the CAL



Appendix 3  
Documentation of Disability

(Adapted from AHEAD website November, 2009)

1. The credentials of the evaluator(s)  
Good documentation is provided by a licensed or otherwise properly credentialed health professional that has undergone appropriate and comprehensive training, has relevant



## Appendix 4 Assistive Technology

Three dedicated assistive technology labs are maintained on campus by the CAL. Keys for these labs for Students registered with the CAL can be requested at the CAL.

The CAL provides computers with assistive software to Students for the purpose of completing exams (in CAL exam centres). Eligibility to use such devices in exams is determined when Students register for services and accommodations at the CAL.

The CAL maintains a small loan bank of assistive technology that can be loaned to Students registered with the CAL on a short-term basis. Such equipment is usually loaned to Students whose equipment is being repaired at critical points in a semester.

The CAL encourages Students to apply for grants that make such technology available to eligible Students at no cost.

The CAL can provide individual technology consultation for you if you are a Student with a disability currently enrolled at the University of Victoria. Consultation involves:

- identifying areas in which technology may support a Student's educational goals;
- providing information and demonstrations of technology-based solutions; and
- referral to other agencies as necessary

Training can be provided to Students wishing to learn to use an assistive software application through the CAL.

Appendix 5  
Learning Assistance Services

There is a variety of learning assistance services available at the CAL. There are fees associated

Appendix 6  
Transportation

UPass (Bus Pass for Students)

PROCEDURES FOR ACADEMIC ACCOMMODATION AND ACCESS  
FOR GRADUATE STUDENTS WITH DISABILITIES

Procedural Authority: Senate



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university, including but not limited  
and centres.

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Continuing Studies students.

10.00

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regular employment practices.

11.00

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## CAL

### Registration with the Centre for Accessible Learning

18.00 Newly admitted Graduate Students who elect to disclose their Disability to the CAL in order to request Academic Accommodations should contact the CAL and register as early as possible.

18.01 Graduate Students who have recent diagnoses may register with the CAL at any time.

### Documentation of Disability

19.00 Graduate Students who register with the CAL for the purpose of requesting Academic Accommodations must submit documentation of Disability that:

- (a) confirms the rationale for reasonable Academic Accommodations;
- (b) is from medical professionals with appropriate credentials; and
- (c) should indicate:

- (I) the diagnosing professional's name, title, phone number, address, official stamp or letterhead and signature;
- (II) the date of the assessment;
- (III) a statement of the nature of the Disability including the impact of medication;
- (IV) an explanation of the functional impact of the Disability on the pursuit of a graduate education; and
- (V) advice about measures that the university might consider when developing and implementing an Academic Accommodation

19.01 The university is not responsible for the assessment or diagnosis of a Graduate Student's Disability and does not cover costs related to medical documentation.

19.02 A diagnosis of Disability alone does not guarantee the provision of Academic Accommodations.

20.00 Services and accommodations experienced in other institutions or jurisdictions may differ from what is provided at the University of Victoria. The CAL will review submitted documentation with the Graduate



- (I) seeking out the advice and assessment of the CAL, maintaining contact with the CAL as necessary and meeting established timelines;
- (II) actively engaging with CAL as s18-2Ge Sp 0 (G)0.u9 -7me( )7 (e(l)-6 (0.6 -0.016

any, Academic Accommodations might be reasonable to enable the applicant to meet the Essential Requirements.

- 27.00 A Graduate Student who disagrees with the CAL's initial Academic Accommodation recommendations or other proposed Academic Accommodation should consult the Manager of the CAL and the Dean of Graduate Studies (or designate) to discuss any concerns.
- 28.00 A Graduate Supervisor or instructor who disagrees with the CAL's Academic Accommodation recommendation or other proposed Academic Accommodation should initially consult the Chair or Dean (or designate) of the Academic Unit administering the program to discuss any concerns.
- 28.01 Where necessary, the Dean or Associate Dean (or designate) from the Academic Unit who disagrees with the CAL's initial Academic Accommodation recommendation or other proposed Academic Accommodation should contact the Manager of the CAL and the Dean of Graduate Studies (or designate) to determine whether informal resolution is possible.
- 29.00 Where further resolution is required, or where there are issues or difficulties surrounding the implementation of an Academic Accommodation that have not been resolved informally, the Graduate Student, Dean (or designate) of the Academic Unit or Graduate Supervisor may submit a written request to the Associate Vice-President Student Affairs for formal review.
- 29.01 The purpose of the formal review is to make recommendations for implementing appropriate actions to the Dean of Graduate Studies in a timely manner.
- 30.00 The formal review request should include:
- (a) the rationale for the review;
  - (b) documentation in support of the request; and
  - (c) the requester's preferred outcome.
- 30.01 Prior to the formal review, the Associate Vice-President Student Affairs (or designate) may request documentation from the instructor(s); Graduate Supervisor; Chair or Dean of the Academic Unit administering the program summarizing the:
- (a) learning outcomes and Essential Requirements for the course or graduate program; and
  - (b) issue(s) or difficulties surrounding the implementation of the Academic Accommodation.
- 31.00 The Associate Vice-President Student Affairs (or designate) shall normally conduct the formal review within ten (10) university business days of receiving the review request.

- 32.00 The formal review shall include consultation with the individuals involved in the Academic Accommodation and others who can provide specific expertise in resolving the implementation of appropriate Academic Accommodations.
- 32.01 Based on the nature of the Academic Accommodation, the Associate Vice President Student Affairs shall either:
- (a) facilitate a meeting with necessary individuals which may include but is not limited to:
    - the Graduate Student and their Support Person;
    - representation from the Academic Unit administering the graduate program (e.g., Graduate Supervisor, Chair, Associate Dean and/or Dean);
    - an Associate Dean from the Faculty of Graduate Studies;
    - an individual(s) with expertise in the specific area of Accommodation(s);
    - an individual(s) with expertise in the pertinent academic program;
    - an Associate Vice President in the Vice-President Academic and Provost's office; and
    - the Director of Equity and Human Rights.
  - (b) individually consult necessary individuals such as those provided in 32.01 (a) above in instances where there may be confidentiality concerns or other difficulties in completing the review in a timely manner.
- 32.02 Prior to taking any action under 32.01, the Associate Vice-President Student Affairs (or designate) shall consult the Graduate Student regarding the formal review process and any potential confidentiality issues or other concerns relating to the individuals that will be consulted during the formal review process.
- 32.03 Upon request, all materials and aspects of the formal review process will be provided in an accessible format.
- 32.04 Individuals involved in the formal review process may submit supporting materials to the Associate Vice-President Student Affairs for consideration during the formal review. A summary of submitted materials will be provided to participants in the formal review process upon request.
- 33.00 The Associate Vice President Student Affairs will review all relevant documentation and submissions. Upon completion of the formal review, the Associate Vice-President Student Affairs will make recommendations to the Dean of Graduate Studies on an appropriate Academic Accommodation on the basis of:
- (a) the consultation results;
  - (b) the documented expected learning outcomes and Essential Requirements of the course or program;
  - (c) the Graduate Student's current functional limitations and barriers;
  - (d) the Academic Accommodations that have been assessed and implemented;
- and





RELATED POLICIES AND DOCUMENTS

[Academic Accommodation and Access for Students with Disabilities policy \(AC1205\)](#)

[Protection of Privacy policy \(GV0235\)](#)

[Records Management policy \(IM7700\)](#)

[Employment Accommodation policy \(HR6115\)](#)



APPENDIX 'A' - EXAMPLES OF ACADEMIC ACCOMMODATIONS  
AVAILABLE FOR GRADUATE STUDENTS

Procedural Authority: Vice-President Academic and Provost      Effective Date: TBD  
Procedural Officer: Dean of Graduate Studies and      Supersedes: New  
Associate VicePresident Student Affairs      Last Editorial Change:  
Parent Policy: Academic Accommodation and Access for Students  
with Disabilities (AC1205)

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PURPOSE

1.00 The purpose of this document is to provide examples of resources and Academic Accommodations available to instructors and Graduate Students at the University.

Course and Program Accessibility

2.00 Guidance is available for instructors on developing courses that are accessible for all students through the Learning and Teaching Centre (LTC). For example:

- Universal Instructional Design -Guide on Creating an Accessible Curriculum:  
[ltc.uvic.ca/servicesprograms/publications/documents/\\_UVicUIDBook.pdf](http://ltc.uvic.ca/servicesprograms/publications/documents/_UVicUIDBook.pdf)
- Sample Course Outline Accessibility statement:  
[www.ltc.uvic.ca/servicesprograms/support/index.php](http://www.ltc.uvic.ca/servicesprograms/support/index.php)
- Learning Systems– Instructional Technology Support:  
<http://elearning.uvic.ca/toolkit>

Application and Evaluation Process

3.00 Providing accessibility in the application process may include application materials in alternative format and evaluation of applicants for graduate programs through an accessibility lens.

Examples of Academic Accommodations

*Note: the following appendix provides examples of Academic Accommodations at the university and is intended to help clarify the type of accommodations that may be available at the university for Graduate Students. The following section is not intended to provide an exhaustive list as each Academic Accommodation decision is based on assessment of pertinent documentation and a Graduate Student's individual circumstances.*

4.00 The nature of graduate courses and programs is varied and complex. A variety of Academic Accommodations may be available for supporting Graduate Students with Disabilities including the following:



