

Student guide to ACCESSIBILITY



WHAT IS AN ACADEMIC ACCOMMODATION?

Accommodations are intended to reduce or eliminate barriers to participation in academic and student life, ensuring fair and equitable access to your classroom, testing or co-op/fieldwork environments. Accommodations recognize difference and vary by student.



DALHOUSIE'S STUDENT ACCOMMODATION POLICY

Dalhousie University will make reasonable efforts to provide accommodations, up to the point of undue hardship, for students experiencing a barrier due to a characteristic protected by human rights legislation.

The full academic policy is available at dal.ca/secretariat.

The Nova Scotia Human Rights Act and additional information can be found at humanrights.gov.ns.ca.



TYPES OF ACCOMMODATIONS

Common types of accommodation are:

- Assistive technology
- Alternate formatting
- Alternative testing conditions
- ASL interpreting/FM system/CART
- Cue sheets
- Deferred exams/deadline extensions
- Modified presentations
- Note-taking
- Prioritized room selection in on-campus residences
- Private space for breastfeeding

Other accommodations may be implemented and are considered on a case-by-case basis.



PROCESS FOR APPLYING FOR AN ACADEMIC ACCOMMODATION

You are required to make an accommodation request prior to the start of the term or as soon as a barrier is identified. Retroactive accommodation is rare.

STEP 1

Complete and submit a request for accommodation and include supporting documentation. Scan and submit electronically or drop it off at the Student Success Centre.

STEP 2

Meet with the Coordinator of Access Supports to review your request.

STEP 3

The Coordinator of Access Supports will confirm your accommodation(s) and notify you, your instructors and others if required (e.g. residence).

REMINDER

Accommodations are not renewed automatically. You must complete the Student Request Form for every academic year you would like your accommodation plan implemented. If you are requesting changes to your accommodation plan, you will need to submit new documentation for review.



DOCUMENTS NEEDED TO APPLY FOR ACCOMMODATIONS

If you have a **physical or mental health (dis)ability**, you need the following two documents:

- Student Request for Accommodation Form: This includes your personal statement regarding your (dis)ability as well as the barriers to learning encountered as a result of your (dis)ability
- Medical Assessment Form: This includes information about your (dis)ability from the psychologist or physician responsible for your diagnosis and/or follow-up

The forms are available from the Student Success Centre (Dairy Building) and online at dal.ca/acstudentaccess. If you need assistance completing this paperwork, please schedule an appointment with the Coordinator of Access Supports (accessac@dal.ca).

If you have a **learning (dis)ability**, you need the following documentation:

- A copy of a current (within the past five years) psycho-educational assessment completed by a registered psychologist
- Any additional documentation related to your learning (such as from high school) is also beneficial, but considered supplemental

To apply for academic accommodation for a protected characteristic other than (dis)ability (such as religious obligation or family status), please contact the Coordinator of Access Supports directly.



CONTACT US

Student Success Centre

Dairy Building
11 Sipu Awti
Phone: 902-893-6672
Fax: 902-893-6545

Coordinator of Access Supports

Email: accessac@dal.ca
Phone: 902-896-2463



HOW ACCOMMODATION DECISIONS ARE MADE & COMMUNICATED

After your documents are received at the Student Success Centre, the Coordinator of Access Supports will be in touch to arrange an appointment.

An accommodation plan will be developed that considers the different learning environments at university and the learning outcomes of specific courses/programs. The plan will be based in part on the documents provided in the application process.

You and your professors will receive a Letter of Notification by email containing details of the accommodation plan.

Although not required, you may then meet with your instructors about your accommodation plan. They have specialized knowledge about the courses they teach as well as the workload flow during the semester, and can help ensure that certain challenges are avoided.



SELF-DISCLOSURE & CONFIDENTIALITY

To receive academic accommodations, you must disclose a (dis)ability or another protected characteristic to the Coordinator of Access Supports.

Your information is maintained privately and confidentially, and communication with professors is limited to the accommodations you are receiving (your (dis)ability or protected characteristic is not shared).

Parents/guardians are not provided updates about your accommodations or your progress, unless you provide written consent.

Both print and electronic records of your personal information are secured during your time of study at Dalhousie University. These records are destroyed once an "expiry" date is reached.

