



STUDENT ACADEMIC ACCOMMODATIONS PROCEDURE

Procedure Type:	Academic	Initially Approved:	May 27, 2021
Procedure Sponsor:	Dean of Students and Vice-President Academic	Last Revised:	April 27, 2026
Responsible Unit:	Student Affairs	Review Scheduled:	April 2031
Approver:	General Faculties Council		

A. PURPOSE

To outline the process by which students may request and obtain Academic Accommodations, ensuring that all such requests are handled consistently, fairly, and in accordance with applicable institutional policies and legislative requirements.

B. PROCEDURES

1. REQUESTING ACADEMIC ACCOMMODATIONS

- 1.1 Students are encouraged to request Academic Accommodations through Accessibility Services prior to the start of their studies at AUArts. Students may also request Academic Accommodations at a later date when they believe that they are experiencing a Barrier to participation in an academic activity, due to a protected ground, which may be reduced or eliminated through accommodation.
- 1.2 Some Academic Accommodations may require additional lead time to arrange additional support services. Delays in informing the University of the need for Accommodation may limit the University's ability to provide Accommodations.
- 1.3 Students requesting Academic Accommodations must:
 - a. Identify the Protected Ground that gives rise to the need for Academic Accommodation;
 - b. Provide details on the nature of the Academic Accommodation(s) requested;
 - c. Provide supporting documentation from a health care professional with expertise in the area of the specific disability/health condition and must identify specific functional limitations related to academics as a result of the diagnosis.
- 1.4 Accessibility services will ensure student requests are responded to in a timely manner. In the event of unanticipated delays, Accessibility Services will proactively communicate with students.
- 1.5 Requests for, and the duty to provide, reasonable Academic Accommodations are shared between the University and the student. The

search for reasonable Academic Accommodations is an iterative process of consultation with appropriate units of the University.

- 1.6 Once an Accommodation Letter is in place, students must notify Accessibility Services if there are any changes in their medical condition(s) or other factors that may affect the supports required.
- 1.7 In the event that an Academic Accommodation request is denied, Accessibility Services will outline the reasons for this both through verbal communication and in a letter to the student. Students may appeal a decision following the procedure below.

2. IMPLEMENTATION OF ACCOMMODATION LETTERS

- 2.1 Once an Accommodation Letter has been determined, the student is required to meet with the instructor to discuss the implementation of the plan. This should happen as soon as possible in the term, and prior to any graded exercises.
- 2.2 Students should monitor the effectiveness of the Accommodation Letter and communicate with Accessibility Services throughout the term to allow for adjustments as necessary to better meet the needs of the student.

3. RENEWAL OF ACCOMMODATION LETTER

- 3.1 As students' Academic Accommodations needs are tied to their course work, students are required to renew their Accommodation Letters each term.
- 3.2 Accessibility Services will strive to provide a streamlined renewal process; however, as course requirements can vary, students are required to be active participants in this process and provide all required documentation and respond to communications from Accessibility Services in a timely manner to support this renewal.
- 3.3 Students are required to meet with each instructor to discuss their Academic Accommodations each term, even if they have previously taken a class with that instructor, as each term's Accommodation Letter is unique.

4. APPEALS OF ACADEMIC ACCOMMODATIONS DECISIONS

- 4.1 Student Concerns
 - a. If a student has concerns about the denial of their request for Academic Accommodations or the implementation and application of their Accommodation Letter in the classroom setting, the student should first attempt to resolve the concerns through informal discussions with Accessibility Services as soon as the concern arises.
- 4.2 Student Appeals
 - a. If a student's concerns cannot be resolved informally, the student may submit a written appeal to the Dean of Students within 10 business days of concluding the informal process.
 - b. Within three (3) business days of receipt of the appeal the Dean of Students will review the request to determine if the student has provided sufficient grounds for appeal. The Dean of Students may determine that a request for appeal has insufficient grounds and deny an appeal where it is decided that:
 - i. The appeal does not follow the requirements of this Procedure.

- ii. The grounds for appeal are not within the scope of Academic Accommodations and/or the authority of the University.
 - iii. The grounds of appeal are clearly without merit, or do not otherwise justify an appeal hearing.
 - iv. The relevant new information included in the appeal could have reasonably been presented earlier.
 - v. The appeal is being sought solely due to the Student's dissatisfaction with the decision, the faculty or the University, Accessibility Services or University policy and procedure.
 - c. If the Dean of Students deems that the student has demonstrated sufficient grounds for appeal, the Dean of Students will inform Accessibility Services of the request for appeal and notify Accessibility Services that it will have 10 business days to provide a written response to the appeal.
 - d. After receiving both the appeal and the response, the Dean of Students and the Dean, Academic Programs will review all documentation, normally within 5 business days. They may consult with other departments or legal services as needed.
 - e. Normally, within 3 business days of completing their review, they will issue a decision to uphold, reverse, or modify the original decision to deny the Accommodation request or the contents of the Accommodation Letter.
 - f. The decision of the Dean of Students and the Dean, Academic Programs is final and cannot be appealed further at the University
- 4.3 Faculty Concerns
- a. If an instructor has questions about the implementation and application of an Accommodation Letter or concerns relating to a student's ability to meet the *Bona Fide* educational requirements for a course, the instructor should communicate with Accessibility Services.
 - b. If an instructor's concerns cannot be resolved informally, the instructor should contact the Dean, Academic Programs. The Dean, Academic Programs will, in consultation with the instructor and accessibility services, determine whether:
 - i. the accommodation is incommensurate with the student's ability to meet the Bona Fide requirements of the course,
 - ii. it is still possible for the student to meet the requirements with the accommodations in place, or
 - iii. modifications are necessary and feasible with respect to accommodations and/or course work and/or course delivery allowing for the student's successful and appropriately accommodated completion of the course.

C. DEFINITIONS

Accommodation Letter: The document issued by Accessibility Services which outlines the approved Academic Accommodations for a student's courses in a specific term.

D. RELATED POLICIES

- Student Academic Accommodation Policy
- Student Conduct Policy

E. RELATED LEGISLATION

- Alberta Human Rights Act
- Duty to Accommodate Guidelines
- Canada Student Loan Regulations
- Canada Student Financial Assistance Regulation
- Health Information Act
- Protection of Privacy Act
- Post-Secondary Learning Act

F. RELATED DOCUMENTS

- Request for Academic Accommodations Form (Accommodate)

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/27/2026	Procedure rewrite to add clarity, especially in terms of roles and the processes for establishing student accommodations.	All	Registrar and University Secretary	Dean of Students and Vice-President, Academic