

# Consultations move into second phase for policy AC1205 renewal

The renewal of UVic’s Policy on Academic Accommodation and Access for Students with Disabilities (AC1205) is moving into its second round of consultation.

## Provide feedback on the revised draft

“We’ve had some really productive conversations and feedback from students, staff, faculty and university leaders,” says Kim Hart, an external consultant hired on behalf of the provost to support the policy renewal. “We seriously considered everything that we heard and have made a lot of changes to the policy in response. It’s really important that we get this right, so we want one last check in with stakeholders.”

A new discussion draft has been created, complete with comments indicating where major changes have occurred. The team also developed a separate guide to the changes in this latest draft. “We know that there is a lot to take in and we want to make this as easy as possible for people to understand and provide their feedback,” adds Hart.

## Download and review the updated AC1205 draft (draft 2)

You're invited to provide your feedback on this draft via an [online form](#) by 4 p.m. on Friday, March 18, 2022.

This draft has also been shared with the Faculty Association for input.

## What's changed with this version?

Feedback on the initial discussion draft was extensive and diverse. The following table summarizes key themes we heard from the first round of consultations, and from Senate in February, and indicates changes incorporated into this new draft.

Please note: Some of the feedback received was related to operational matters – for example, that different classroom venues (labs, large lecture rooms, small classrooms) can each create different types of barriers to learning which should be taken into account in the accommodation plan. The project team will direct this type of input to the university’s administration for consideration.

## Definitions

### Academic Accommodation

- **What we heard** – Concern that the short list of academic accommodations within this definition replaces long list of examples in *current procedures*
- **Response** – The long list of examples in *current procedures* has been retained but now appears in Schedule 1 to the Undergraduate Procedures

### Accessible

- **Changed text** – Added “Many barriers in the environment – physical, architectural, technological, attitudinal... hinder a person’s full and equal participation in society.”

### Disability

- **What we heard** – Prefer the social model of disability
- **Response** – Revised definition to refer to social model as it appears in the current Policy AC1205
- **Changed text** – “means a ... hinders the person’s full participation in the university’s academic activities on an equal basis with others. The social model of disability locates impairment not within the individual but within the physical, social, and attitudinal barriers that exist in society.”

### Essential Requirement

- **Changed text** – “The Essential Requirements are established by applying the factors set out in the procedures.”

### Instructor

- **What we heard** – Clarify whether this includes teaching assistants, lab instructors
- **Response** - Definition revised to draw a distinction between the person who holds responsibility for the course and others who may be involved in either supporting or teaching it

- **Changed text** – “...the person who holds responsibility for a course (although there may be others such as a teaching assistant or a lab instructor who are engaged with course instruction) ...Graduate Supervisor (or Co-Supervisor).”

#### *Non-credit learners*

- **What we heard** – Non-credit students are not mentioned in the Jan 19 Policy Discussion Draft
- **Response** – Definition of Non-credit learners added; accommodation processes for these learners is *normally* through Division of Continuing Studies or through the unit offering the non-credit course. However, there may be situations where a student is registered in a mix of credit and non-credit courses, therefore requiring collaboration between CAL and other units.

#### *Student*

- **Comment** – Retained the Jan 19th version of "Student" - should not include 'prospective' or returning/re-admission students b/c they are not entitled to 'academic accommodation' per se but to accommodation within those processes as needed (e.g. alternative format application form).

#### *Undue hardship*

- **What we heard** – Prefer this legal concept be stated in the positive
- **Comment** – Rewritten in response to community input about the phrase "is limited to providing". This is a different way of saying the same thing, but in the positive (duty to provide up to the point of undue hardship) vs. negative (limited to providing...without incurring undue hardship) and is probably easier for the community to understand. The clarifying point (undue hardship to whom?) has been retained (...to the university...). See also connection to Principles s.1.3 which refers to the university's legal obligations
- **Changed text** – “The University of Victoria has a duty to provide... to the point of undue hardship...What constitutes undue hardship to the university...”

### Foundational statements

#### *Principles*

- **What we heard** – Prefer to retain welcoming language in current Policy AC1205 at section 2.1
- **Response** – Language from current Policy AC1205 inserted in sections 1.1-1.4
- **Changed text** –
  - 1.1: Added “The University celebrates diversity within its community and welcomes the contributions, experiences, and full participation of persons with disabilities as valued members of the university community.”
  - 1.2: “welcoming learning environment”

#### *Section 1.3*

- **Changed text** – “The University will provide reasonable academic...consistent with its educational mandate, academic principles, and legal obligations”
- **Comment:** As pointed out at Senate, the Jan 19 Discussion Draft affirmed UVic's duty but did not explicitly state "The University will provide..."

#### *Section 1.4*

- **Changed text** – “Developing and implementing...It requires participation, co-operation, and ...Disability and, where applicable, a Field Education or Practicum Coordinator, the Learning and Teaching Support and Innovation centre, and others. A collaborative working relationship between the people involved in each accommodation process ...”
- **Comment** – “Developing and implementing” wording was in section 5.1 of the Jan 19 Discussion Draft. Included here in response to community input.

#### *Purpose*

#### *Section 2.1*

- **Changed text** – “...Academic Accommodation for Students with Disabilities. ”

### Scope

#### *Section 3.1*

- **Changed text** – “Revised the wording of section 3.1 to make it clearer that policy applies to the Students (as defined) who are seeking Academic Accommodation - and also applies to university employees who are involved in the process of accommodation.”

- **Comment** – This policy applies to Students with Disabilities who are seeking Academic Accommodation. This policy also applies to all university employees who share responsibility to accommodate Students with Disabilities.

### Section 3.2

- **What we heard** – Include non-credit learners
- **Response** – As above, non-credit learners are supported through DCS, not through the CAL processes under AC1205
- **Changed text** – “This policy does not apply to Non-Credit learners. Accommodation for Non-Credit learners is normally provided through the Division of Continuing Studies or through the Unit offering the non-credit course.”
- **Comment** – Added, to be explicit about who the policy does not apply to, and why

### Section 3.3

- **What we heard** – Policy should apply to Co-op work term placements or explain why it does not. Where do co-op students go for information, advice, and support for accommodation during a co-op work term?
- **Response** – Policy does not apply to co-op work term placements. Clarified responsibility for accommodation in the workplace and added that co-op students should seek information, advice, and support from Co-operative Education Program and Career Services (see section 3.3.1). Also clarified workplace accommodation if student is employed by UVic (see section 3.3.2)
- **Changed text** – “This policy does not apply to a Student’s employment... to a Student’s employment with the university because the duty to accommodate an employee in the workplace arises from the employer-employee relationship, and what constitutes reasonable workplace accommodation must be assessed within the context of the duties and responsibilities of the position.
  - 3.3.1 A Student who requires workplace accommodation for a Co-Op Work Term placement should seek information, advice, and support from Co-operative Education Program and Career Services.
  - 3.3.2 A Student employed by the university who requires workplace accommodation should seek information, advice, and support from their supervisor. Accommodation in employment is managed in accordance with applicable collective agreements, university policies and the university’s regular employment practices.”

## Responsibilities

### Section 4 – The University’s Responsibilities

- **What we heard** – Policy is silent about support(s) the University will provide to make courses more accessible, to determine essential requirements, and/or to implement academic accommodation
- **Response** – Enhanced list of University Responsibilities includes support through LTSI (s.4.1.4.A); also see section 8.0 and linkages in section 6.1.a and 6.2
- **Comment** – In the Jan 19 Discussion Draft, a portion of this list was in section 4.1 and the parts of it were under section 9.1. The lists have been combined here and section "h" added in response to community input about assistance for students whose Academic Accommodation plan is not being implemented in a timely way.
- **Changed text** –

“4.1 The university has a responsibility to:

- 4.1.1 Take steps towards making its programs and courses more accessible to qualified Students with Disabilities by mitigating barriers;
- 4.1.2 Offer information, advice, guidance, and support to Students with Disabilities about the Academic Accommodation process;
- 4.1.3 Provide reasonable Academic Accommodation to Students with Disabilities to the point of undue hardship, in a manner that is consistent with...
- 4.1.4 ...

A. Through Learning and Teaching Support and Innovation (“LTSI”)

- (a) provide information and learning opportunities for Instructors to further inclusion and accessibility through the development of course learning

outcomes and Essential Requirements, as well as through course design, instructional strategies, and course assessment.

- (b) provide guidance and evaluation for Instructors on the selection and use of learning technologies to ensure standards of accessibility; and
- (c) offer guidance and support for Instructors in implementing Academic Accommodations

B. Through the Centre for Accessible Learning

- (a) offer information, advice, guidance, and...
- (d) make decisions in a timely manner about reasonable Academic Accommodation...
- (e) guide members of the university community in providing reasonable Academic Accommodation and help to advance their understanding of disability issues;
- (f) guide Students whose Academic Accommodation plan is not being implemented in a timely way."

*Section 5 – Responsibilities of Students*

- **What we heard** – Policy lacks guidance for students whose Academic Accommodation Plan is not being implemented in a timely way
- **Response** – Students are responsible for notifying CAL if accommodations are not implemented (s.5.3.f); Administrative Head's responsibilities include supporting the Student and the Instructor to implement the accommodations (s.7.1.c). Also see procedures.
- **Changed text** –
  - “(f) notifying CAL in the event their Academic Accommodation plan is not being implemented in a timely way;
  - (g) upon admission to a professional or other program that includes field education or practicum placements, notifying the Field Education or Practicum Coordinator that accommodation may be required.”
- **Comment** – point (g) replaces section 6.4 in the Jan 19 Discussion Draft. The details of the field education/practicum accommodation process have been moved to procedures.

*Section 6 – Responsibilities of Instructors*

- **What we heard** – Policy lacks guidance for students whose Academic Accommodation Plan is not being implemented in a timely way
- **Response** – Instructors must notify CAL if they have concern about Academic Accommodation plan or its implementation
- **Changed text** –
  - 6.1. (a)“... Administrative Head) and with support from the LTSI and/or CAL, applying the factors set out in the procedures.
  - (c) ... and the Student, and with guidance from the LTSI as needed, to implement the Academic Accommodation plan;
  - (d) notify CAL immediately if the Academic Accommodation plan cannot be implemented.
  - 6.2 Instructors are expected and encouraged to create inclusive, supportive, and accessible learning environments through course design, instructional strategies, and course assessment and are encouraged to seek advice, guidance, and support from LTSI and from CAL.”

*Section 8 – Responsibilities of the Learning Teaching Support and Innovation*

- **Changed Text** – Includes section name and “8.1. The Learning and Teaching Support and Innovation (“LTSI”) is responsible for fulfilling its mandate, as set out in section 4.1.4.A (above), to provide information, learning opportunities, guidance, and support to Instructors.”
- **Comment** – New section, corresponds with new section 4.1.4.A (above) and responds to community input about support for Instructors

#### *Section 9.1 – CAL responsibilities*

- **Changed text** – “The Centre for Accessible Learning is responsible for fulfilling its mandate, as set out in section 4.1.4.B (above), to provide information, advice, guidance, and support to Students seeking Academic Accommodation and to those implementing the Academic Accommodation plan.”
- **Comment** – New wording to replace section 10.1 in the Jan 19 Discussion Draft; details moved to procedures

#### *Process for Resolving Disagreements about Academic Accommodations*

##### *Section 11.1 - Instructor*

- **Changed text** – “An Instructor who for any reason disagrees with the Academic Accommodation plan must contact CAL promptly and follow the process for resolving disagreements as set out in the procedures.”
- **Comment** – process details moved to procedures

##### *Sections 11.2 and 11.3 - Student*

- **Changed text:**

“11.2 A Student whose Academic Accommodation plan is not being implemented in a timely way in a course or a lab should contact their CAL Advisor as soon as possible.

11.3 A Student who disagrees with their Academic Accommodation plan should bring their concerns to the attention of the Director of CAL (or designate) promptly and follow the process for resolving disagreements as set out in the procedures.”
- **Comment** – 11.2 added in response to community input that Students are uncertain what to do if their Academic Accommodation plan isn't being implemented. Moved process details to procedures 11.3 process details moved to procedures.

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Please note: Some of the feedback received was related to operational matters – for example, that different classroom venues (labs, large lecture rooms, small classrooms) can each create different types of barriers to learning which should be taken into account in the accommodation plan. The project team will direct this type of input to the university's administration for consideration.

## APPENDIX A: Procedures for Academic Accommodation and Access for Undergraduate Students with Disabilities

### *Purpose*

- **Changed Text** – "procedures establish the processes for implementing the university's Academic Accommodation and Access for Students with Disabilities Policy (AC1205) ("the Policy") for..."

### *Definitions*

- **Changed text:**

"The definitions in the Policy, with the exception...

For the purposes of these procedures:

Student means a person who is currently registered in one or more credit courses ...

Support Person means an individual who provides support or advice to a Student during a process to resolve disagreements...”

#### *Scope*

- Entire section has been added
- **Comments:** sections 4 and 4.3 language matches discussed draft policy. Additionally, the term “learners” in section 4.2 is under discussion.

#### *Protection of Personal Information*

- “Of Personal” added to section heading

#### *Determining Essential Course and Program Requirements*

- Replaces Section 17 in current Undergraduate Policy procedures
- Point 9 “component must be:...” is from the January 2022 Policy Discussion Draft
- Most text has been replaced except for point 8:  
“Instructors and Administrative Heads are responsible for identifying the Essential Requirements of a course or program (see Policy AC1205, sections 6.1 and 7.1). The Program and course objectives and expected...”

#### *Registration with the Center for Accessible Learning (“CAL”)*

- **Changed text:**  
“11. ... to register with the CAL as soon as possible to avoid a delay”  
“13. If a Student elects not to disclose their Disability to the university”  
“14. Students who request Academic Accommodations or services from the CAL are required to provide appropriate documentation as set out in section 19 to 21 of these procedures.”
- **Comment** – Point 13 changed text is from the current Graduate Student Procedures for alignment

#### *Requests for Early Registration, Alternative Texts, Sign Language, or In-Class Transcription*

- **Changed text** – “15. Requests ... or sign language or in class transcription should be made by the Student...”

#### *Sign Language Interpreters and In-class Transcribing*

- **Changed text** – “17. Students who request sign language or in-class transcribing should be aware that:”

#### *Requesting Academic Accommodation*

##### *General*

- **Comment** – Point 18 is from current Undergraduate procedures
- **Changed text:**
  - “requesting Academic Accommodation must:  
(a) register with CAL and meet with a CAL advisor to request Academic Accommodation;



- (b) provide appropriate supporting documentation of their Disability as set out in sections 21 and 22 of these procedures;
- (c) comply with CAL deadlines (see section 27 of these procedures);
- (d) participate in the Academic Accommodation process (see sections 34 to 36 of these procedures)."

#### Documentation of Disability

- **Changed text:**

"20. Students are encouraged to register with CAL as early as possible to ensure:

- (a) there is sufficient time to obtain the necessary documentation of Disability as set out in sections 21 and 22 of these procedures;
- (b) there is sufficient time for CAL to assess the documentation and the Student's request for Academic Accommodation;
- (c) there is sufficient time for CAL to make decisions about the Academic Accommodation plan and to communicate with the Instructor and/or the academic Unit administering the course or program; and
- (d) the Academic Accommodation plan can be implemented in a timely manner."

- **Comment** – "Students are encouraged..." wording adapted from Section 16 of current Graduate Student Procedures.

- **Changed text** – "21. Documentation should normally be no older than three years, except for some learning disability assessments."

- **Comment** – From CAL website; added 'normally'

- **Changed text:**

"22. Students who register with CAL for the purpose of requesting Academic Accommodations must submit appropriate documentation of Disability that:

- v. advice about measures that the university might consider when developing and implementing an Academic Accommodation plan."

- **Comment** – "Students who register with CAL..." wording adapted from Section 19 of current Graduate Student procedures. List is from Section 15 of current Undergraduate procedures and Section 19 of Graduate Students procedures. "v. advice about..." revised to match Graduate Student procedures.

- **Changed text** – "23. The university is not responsible for the assessment or diagnosis of a Student's Disability and does not cover costs related to documentation."

- **Comment** – "...is not responsible for the assessment..." adapted from Section 19.01 from current Graduate Students procedures

- **Changed text** – "24. A diagnosis of a Disability alone does not guarantee the provision of Academic Accommodation and the provision of Academic Accommodation is not a guarantee of academic success."

- **Comment** – "Accommodation is not a guarantee..." is from the CAL website and the first part of this is in Section 15.01. from the current UG procedures. Also aligns with Section 19.01 of current Graduate Student procedures.

- **Changed text** – "25. Services and accommodations experienced in other institutions or in other jurisdictions may differ from what is provided at the University of Victoria. The CAL will review



submitted documentation with the Student to assess eligibility for reasonable Academic Accommodation.

- **Comment** – “Services and...” is from Section 10 of current undergraduate procedures. Also, in Section 20 of current Graduate Student procedures”

#### Services Provided by the Centre for Accessible Learning

- **Changed text:**  
“26. After a Student has registered with CAL ...
  - (b) ...basis of the documentation and in collaboration with the student, implement a plan for Academic Accommodation
  - (c) provide information, advice, and support;
  - (d) provide information about CAL’s operational procedures;
  - (e) provide information about grants and bursaries;
  - (f) coordinate accessible learning materials and services.
  - (g) provide referrals to other available resources; and
  - (h) provide information for instructors to guide implementation of Academic Accommodation (for example, exam workflows, blind/low vision processes).”
- **Comment** – Adapted from Section 16 of current Undergraduate procedures

#### CAL Deadlines for Registration

- **Comment** – “CAL Deadlines” replaces Section 13 from current Undergraduate procedures
- **Changed text:**  
“27. Students are required to comply with CAL deadlines for requesting services.
  - The registration deadline to receive accommodation for Winter Term 1 is October 31st.
  - The registration deadline to receive accommodation for Winter Term 2 is February 28th.

These deadlines are the latest date for a Student to submit their CAL registration (with all required documents) to receive accommodations for the specified term.”

#### Early Registration

- **Changed text:**  
“28. To avoid registration delays and to have Academic Accommodation plan in place for the beginning of the September term, the CAL has an Early Registration Period. Students should submit their completed pre-intake application (including medical documentation that meets the university’s documentation requirements) between May 1 and July 1 for entrance in Winter Term 1.”
- **Comment** – “To avoid registration delays...” is from the CAL website

#### Change in Disability Status: Recent diagnosis or Change in Diagnosis

- **Changed text:**  
“29. Students who have... These Students should contact CAL immediately to explain their situation.”
- **Comment** – “Students who...” is from Section 14 from current Undergraduate procedures.

#### Reaching Academic Accommodation

- Entire section is changed text.

- **Comments** – “Developing...” in point 30 aligns with wording in policy discussion draft. “The university will provide...” in point 31 is from 24 of the current Graduate Student procedures. “In some circumstances...” in point 31.1. is from Section 24.01 of the current Graduate Student procedures. Examples in point 32 are from Section 19, 20 and 21 in current Undergraduate procedures. To make the procedures less cumbersome, the examples have been moved to Schedule 1 to these Procedures.

#### Student Participation in the Academic Accommodation Process

- Entire section includes changed text.
- **Comments** – “...must participate...” in point 34 is from Section 26 of current Undergraduate procedures. “acquire and/or demonstrate...” in point 35.a. adapted from Section 25 from current Graduate Student procedures and Section 26 of Undergraduate procedures. “Participate fully...” in point 35.b. adapted from Section 25 of current Graduate Students. “...that is appropriate...” in point 35.b.ii. phrasing is from Section 26 from current Undergraduate procedures. “If a Student” in point 36 is from Section 25.01 from current Graduate Student procedures. Added for consistency.

#### Resolving Disagreements

##### General

- Entire section includes changed text.
- **Comments** – “...has a duty to implement...” in point 37 replaces Section 27 from the current Undergraduate procedures, which states that an instructor may only deny an academic accommodation where the instructor believes it will constitute undue hardship. This states the duty in the positive, rather than the negative. “An instructor who disagrees...” in point 38 aligns with Section 6.1.d and 11.1 from discussion draft policy. “A Student...” in point 29 aligns with Section 11.2 and 11.3 in policy discussion draft 2. “...Senate Committee on Appeals...” in point 41 are from Section 35 and 35.01 in the current Undergraduate procedures.

#### Student Concerns about Implementation of the Academic Accommodation Plan

- Entire section is changed text.

#### Student Concerns about the Academic Accommodation Plan

- Entire section is changed text.
- **Comments** – “...is unreasonable...” in point 51 aligns with Section 24 above, Accommodation must be reasonable.

#### Instructor Concerns about Essential Requirements and Undue Hardship

- Entire section is changed text.

#### Interim Accommodation Pending Resolution of a Disagreement

- Changed text – “72. When a reconsideration...the reconsideration, formal review, or appeal.”

#### Field Education and Practicums

##### Responsibilities of Students

- Entire section includes changed text.

#### Responsibilities of Field Education or Practicum Coordinators

- Entire section includes changed text.

#### *Cooperative Education Work Term Placements*

- Entire section includes changed text.
- **Comments** – “A Student...” in point 75 together with Section 76 replaces current Undergraduate procedures Section 39. “The Co-operative...”

#### *Requests for Reduced Course Loads*

- **Changed text:**  
“...A reduced course load accommodation is defined as at least 3 units of credit in each term (e.g., two 1.5 credit courses per term, excluding duplicate and/or mutually exclusive course work). CAL registered students may be eligible to participate in university programming that requires full-time status (e.g., scholarships and awards, residence, work study, etc.) while taking a reduced course load.”
- **Comment** – “A reduced...” in point 78 replaced Section 23 of the current Undergraduate student procedures. Part of the information in this point is from the CAL website.

#### APPENDIX A: Schedule 1 to AC1205 Undergraduate Procedures

##### *Purpose*

- Entire section includes changed text.
- **Comment** – “Academic Accommodations is...” in point 2 aligns with Discussion Draft Policy, definition of Academic Accommodation.

##### *Examples: Course based Academic Accommodation*

- Examples list is from Section 19 of current Undergraduate procedures

##### *Examples: Exam-based Academic Accommodation*

- Examples list is from Section 20 of current Undergraduate procedures
- **Changed Text:**  
5.03 Exams in alternative format;  
5.09 Sign language interpreting.

##### *Examples: Academic Accommodation that Requires Significant Advance Notice*

- Examples list is from Section 21 of current Undergraduate procedures
- **Changed Text:**  
6.02 Sign language interpreting or in class transcription;

#### APPENDIX A: Schedule 2 to AC1205 Undergraduate Procedures

##### *2. A diagnostic statement identifying the disability*

- **Changed text:** “...A DSM-5 diagnosis is helpful...”

##### *4. A description of the current functional limitations*

- **Changed text:** “Information on how functional impacts currently affect the individual’s academic work provide useful ...”

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## APPENDIX B: Procedures for Academic Accommodation and Access for Graduate Students with Disabilities

### *Purpose*

- **Changed text** – "These procedures establish the process for implementing the university's ... ("the Policy") for Graduate Students."

### *Definitions*

- **Changed text** –  
"2.0 The definitions in the Policy, with the exception of the definition of Student, apply to these procedures."

3.0 ... Support Person means... a process to resolve disagreements”

- **Comments** – Graduate Student from Section 4 of current Graduate Student procedures. Graduate Supervisor from Section 5 of current Graduate Student procedures. “Support Person” from Section 7 of current Graduate Student procedures.

#### *Scope*

- Entire section is changed text
- **Comments** – “4.0 These procedures apply to a...” aligns with Policy Discussion Draft 2. “...these procedures do not apply to ... Non-credit learners” from Section 9 of current Graduate Students procedures. Section 9 states the procedures to not apply to undergraduate students or Continuing Studies students.”5.0 These procedures do not apply to...” aligns with Policy Discussion Draft 2.

#### *Determining Essential Course and Program Requirements*

- **Comments** – “7.0 Identifying the...” replaces Section 12 of current Graduate Students. “8.0 Essential requirements are...” matches definition in Policy Discussion Draft 2. “9.0 ...component must be:” comes from the Jan 2022 Discussion Draft policy.

#### *Registration with the Center for Accessible Learning*

- **Comments** – Heading replaces title in current Graduate Student procedures which was "Disclosure and Preliminary Evaluation of Academic Accommodation Arrangements". “12.0 Graduate Students seeking... as soon as possible...” is from Section 16 of current Graduate Student procedures.
- **Changed text** - “14.0 If a Graduate Student elects not to disclose their Disability to the university and elects not to register with CAL, the university...”

#### *Documentation of Disability*

- **Comments** – “15.0 A Graduate Student who requests...” is from Section 17.2 of current Graduate Student procedures. “16.0 Graduate Students are encouraged...” replaces Section 16 of current Graduate Student procedure. “17.0 Documentation should normally...” is from CAL Website; added “normally”. “18.0 Graduate Students who...” is from Section 19 of current Graduate Student procedures. “19.0 The university is not responsible...” is from Section 19 .01 of current Graduate Student procedures. “20.0 A diagnosis...” is from Section 19 .02 of current Graduate Student procedures. “21.0 Services and...” is from Section 20 of current Graduate Student procedures.
- **Changed text** –
  - “16. Graduate Students are encouraged to register with CAL ...
    - (a) ... documentation of Disability as ...
    - (b) there is sufficient time for CAL to assess the documentation and the Graduate Student’s request for Academic Accommodation;
    - (c) there is sufficient time for CAL to make decisions about the Academic Accommodations and communicate with the Faculty of Graduate ...
    - (d) the Academic Accommodation plan ...
  - 17. Documentation should normally be no older than three years, except for some learning disability assessments.

- 18. (b) is from a recognized medical professional ...
- 20. A diagnosis of ... Accommodation and the provision of Academic Accommodation is not a guarantee of academic success.
- 21. Services and ... in to assess eligibility for reasonable Academic Accommodations.”

#### *Services Provided by the Centre of Accessible Learning*

- **Comments** – “22.0 After a Graduate student has registered with CAL...” adapted from section 21 from current Graduate Student Procedures”
- **Changed text** –
  - (b) ... and in collaboration with the Graduate Student, implement a plan for Academic Accommodation;
  - (c) provide information, advice, and support;
  - (d) provide information about CAL’s operational procedures;
  - (e) provide information about grants and bursaries;
  - (f) coordinate accessible learning materials and services;
  - (g) provide referrals to other available resources; and
  - (h) provide information for instructors to guide implementation of Academic Accommodation (for example, exam workflows, blind/low vision processes).

#### *Reaching Academic Accommodation*

- **Comments** – “23.0 Developing and implementing” aligns with wording in Policy Discussion Draft Two with some tailoring to fit the Graduate Student context”. “24. The nature of...” is from Section 22 of current Graduate Student procedures. “25.0 The provision of...” is from Section 23 of current Graduate Student procedures. “26.0 The university will...” is from Section 24 of current Graduate Student procedures. “26.1 In some circumstances” is from Section 24.01 of current Graduate Student procedures. “27. All graduate students...” is from Section 25 of current Graduate Student procedures. “28. If a graduate...” is from Section 25.01 of current Graduate Student procedures. “29.0 The university strongly encourages...” is from Section 26 of current Graduate Student procedures. “30.0 At any point...” is from Section 26.01 of current Graduate Student procedures. “31.0 As necessary...” is from Section 26.02 of current Graduate Student procedures. “34.0 The Dean...” is from Section 26.05 of current Graduate Student procedures.
- **Changed text** –
  - 29.0 The university strongly encourages ...(where appropriate)...
  - 30.0 At any point in the Academic Accommodation process...reasonable and appropriate Academic Accommodations.
  - 31.0 As necessary ... implement Academic Accommodation arrangements in a timely manner.
  - 32.0 At any point in the Academic Accommodation process...on reasonable and appropriate Academic Accommodations or requirements.

#### *Resolving disagreements*

##### *General*

- **Comment** – “35.0” – New text; aligns with the obligation stated in current undergraduate procedures, s.27
- **Changed text** –

“36.0 ... must contact CAL promptly and follow the processes set out below.”

“37.0 ... a Graduate Student who disagrees with the Academic Accommodation plan should contact CAL promptly and follow the processes set out below.”

“38.0... A Graduate Student participating in a reconsideration or review process under these procedures may be accompanied by a Support Person.”

“39.0 A Graduate Student may appeal a decision of the Vice-Provost to the Senate Committee on Appeals...”

- **Comment** – “39.0” From current graduate procedures, s.35 and s.25.02. Omitted s.35.01 which states the SCA has no jurisdiction to consider a decision where the sole question turns on a question of academic judgement. That is stated in the SCA TOR so unnecessary to state here.

#### Graduate Student Concerns about Implementation of the Academic Accommodation Plan

- Entire section is changed text
- **Comments** –  
“42.0” This and following sections replace current GS procedures, s.29-34 with regard to implementation issues.  
“45.0” Adapted from current GS procedures, S.44

#### Graduate Student Concerns about the Academic Accommodation Plan

- Entire section is changed text
- **Comments** –  
“49.0” This and following sections replace GS procedures, S.29-34 with regard to Graduate Student concerns about the Academic Accommodation plan. Aligns with s.24/s.24.1 above, which confirms that academic accommodation must be reasonable.

#### Graduate Supervisor or Instructor Concerns about Essential Requirements and Undue Hardship

- Entire section is changed text
- **Comment** – “60.0” This and following sections replace current GS procedures, s.29-34 with regard to concerns about essential requirements and undue hardship.

#### Interim accommodation

- **Changed text** – “70.0 When a reconsideration or formal review or appeal is pending... the reconsideration, formal review, or appeal process.”
- **Comment** – Current GS procedures, S.36

#### Academic Concessions, Extensions, and Leaves of Absence

- **Changed text** –  
“71.0 A Graduate Student...”  
“72.0 A Graduate Student...”
- **Comment** – Current GS procedures, s.37 and s.38

#### Schedule ‘1’ – Examples of Academic Accommodations for Graduate Students

- **Comment** – Current GS procedures, Appendix A

#### Purpose

- **Changed text** – “1.0... examples...”



- **Comment** – Current GS procedures also include examples of resources for instructors which have been removed from this appendix.

#### *Examples of Academic Accommodation*

- **Comment** – “2.0” Current GS procedures, Appendix A, s.4
- **Changed text** –  
“2.0 The nature of graduate...”  
3.0 This is new text

#### *Course and Exam Accommodations*

- **Changed text** – “4.01 Course-based Academic Accommodations...”
- **Comment** – “4.01” Current GS procedures Appendix A, s.4.I

#### *Thesis Preparation*

- **Changed text** – “4.02 Academic...”
- **Comment** – Current GS procedures Appendix A, s.4.II

#### *Candidacy*

- **Changed text** – “4.03 Academic...”
- **Comment** – Current GS procedures Appendix A, s.4.III

#### *Thesis Defence*

- **Changed text** – “4.04 Academic...”
- **Comment** – Current GS procedures Appendix A, s.4.IV

#### *Academic Accommodations that Require Additional Time to Implement*

- **Changed text** – “5.00 Examples...”

**Comment** – Current GS procedures Appendix A, s.6