



Student Accommodation Policy

Classification
 Academic Operations

Table of Contents

1	Purpose.....	1..
2	Scope.....	1..
3	Definitions.....	1.
4	Policy Statement.....	3
5	Special Situations.....	5
6	Responsibilities.....	5
7	Appendices.....	6.
8	Related Policies.....	6
9	Related Procedures.....	6
10	Related Guidelines/Forms.....	6
11	Related Information.....	7
12	References.....	July

Last Revision N/A

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| 1 | Purpose | The purpose of this policy is to set out the University's Duty to Accommodate Students: the Governors of its role as a service provider, under the Alberta Human Rights Act. |
| 2 | Scope | This policy applies to Instructors, other Employees, other Contractors and Students at University's campuses in Alberta. |
| 3 | Definitions | In this policy |

course, course of study or program, including the requirements for Students to access and demonstrate essential skills and knowledge related to course objectives and learning outcomes and, if applicable, any professional licensing requirements.

- f) "Business Days" means days that the University is open for business, excluding weekends and holiday closures.
- g) "Contractor" means an individual or a corporation or other entity who agrees to furnish materials to, or perform services for, the University for consideration.
- h) "Disability" means any degree of physical disability or mental disability as defined and interpreted pursuant to the Act, regardless of cause or duration.
- i) "Duty to Accommodate" means the legal duty to accommodate an individual's needs based on a Protected Ground.
- j) "Employee" means an individual, other than an Academic Staff Member or Appointee, who is engaged to work for the University under an employment contract.
- k) "Instructor" means an individual who is employed by the University to teach, supervise, or evaluate students in a course, course of study or program, including the requirements for Students to access and demonstrate essential skills and knowledge related to course objectives and learning outcomes and, if applicable, any professional licensing requirements.

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Disability, should communicate this need, preferably in writing, to the ~~Pro~~ost
(Student Experience).

- 4.10 The University does not receive or request any information with respect to any need for Accommodation from a Student's previous ~~educational~~ institution.
- 4.11 Students requesting Accommodation should be prepared to:
- a) identify the Protected Ground that gives rise to the need for an Accommodation;
 - b)

- 4.19 Determinations of Undue Hardship should be made in consultation with University Legal Services. Undue Hardship is a difficult legal standard to meet and in most cases a Reasonable Accommodation will be available.
- 4.20 The Instructor, Associate Dean, Department Head, designated contact person-or Vice Provost (Student Experience) will document the request for Accommodation and any Accommodation options that are discussed with the Student.

Letter of Accommodation

- 4.21 When a Reasonable Accommodation has been identified, the Instructor, Associate Dean, Department Head, designated contact person or Vice Provost (Student Experience) will prepare a Letter of Accommodation to be provided to the Student. The Instructor, Associate Dean, Department Head, designated contact person-or Vice Provost will retain a copy of the Letter of Accommodation.

Appeals

- 4.22 If the Student, Instructor, Associate Dean, Department Head, or designated contact person has any concerns with the Letter of Accommodation, they have five Business Days to appeal the terms of the Letter of Accommodation to the Vice Provost (Student Experience) or, if the Vice Provost (Student Experience) prepared the Letter of Accommodation, to the Deputy Provost. The Vice Provost (Student Experience) or the Deputy Provost will review the concerns and may consult with University Legal Services.
- 4.23 The Vice Provost (Student Experience) or the Deputy Provost will either confirm or modify the Letter of Accommodation within five Business Days of receiving the appeal. The decision of the Vice Provost (Student Experience) or the Deputy Provost

- 11 Related Information [Duty to Accommodate Students with Disabilities in Post-Secondary Educational Institution:](#)
Alberta Human Rights Commission
- 12 References [Alberta Human Rights Act](#), RSA 2000, c-25.5
- 13 History
May 14, 2015 Approved.
July 1, 2015 Effective.
October 19, 2016

Appendix A: Student Accommodation FAQs

Frequently Asked Questions for Instructors, Deans, Associate Deans, Department Heads

1. Question: Why do we have a Student Accommodation Policy?

Answer: The University has implemented a Student Accommodation Policy to ensure that the University community is aware of the legal requirement to accommodate students under the Alberta Human Rights Act and to communicate to the University community the process by which the University evaluates requests for accommodation and implements the approved accommodation plan.

2. Question: Why is the University of Calgary obligated to accommodate students?

Answer: Like all other post-secondary institutions, the University of Calgary's operations in Alberta are under the jurisdiction of the provincial human rights law. The Alberta Human Rights Act provides that people are entitled to be free from discrimination on a number of protected grounds, which includes the right to have those grounds accommodated by employers and providers of public services (such as universities). The obligation to accommodate is mandatory and not discretionary. The University has a duty to accommodate up to the point of undue hardship.

3. Question: When students sign up for a course they know what the expectations are from the beginning. Why are we obliged to give special consideration to them after the fact?

Answer: Because that is what the law requires. Human rights legislation is quasi-constitutional which means that other laws and rules are subordinate to it. So if a student signs up for a course and knows prior to registering that the course occurs on a scheduled on a holy day, the student is still entitled to register for the course and the University is obligated to accommodate the absence.

4. Question: In what circumstances is the University required to accommodate students?

Answer: The duty to accommodate is triggered by notice. If a student notifies a University representative (any university employee, instructor, faculty member, etc.) of a request for accommodation and that request is based on a protected ground, the University must explore potential accommodation options and, in most cases, will be required to provide an accommodation.

The duty to accommodate applies to ALL services offered by the University including courses, labs, field trips, passing, access

19. Question: Should I extend deadlines or grade students with disabilities differently?

Answer: No, not unless extensions or modifications to grading requirements have been included in the Letter of Accommodation. Students with disabilities are expected to meet the same standards as other students and should not be graded differently.

20. Question: Are faculty and instructors required to verify or approve the accommodations recommended by SAS?

Answer:

