

# Accessible Learning Services

Version 2

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## Accessibility Counsellor - Accommodation Process

Some students may have functional limitations that impact their ability to fully engage with their academic work. Identifying the appropriate academic accommodations with a student with a disability in the post secondary environment is critical to ensure they are supported during their time at Seneca. The Accessibility Counsellors (AC), work with students to identify individual accommodation needs so that they can more fully participate in their academic studies.

### Goals of Academic Accommodations:

What they do:

- Provide supports to allow students to access their academic program.
- Remove barriers for students who have the ability to be successful but are impeded because of their disability.
- Minimize the impact of the student's disability on their academic performance.

What they don't do:

- Guarantee success
- Allow the curriculum, program or course to be modified or change learning outcomes.

### Creation or update of an Accommodation Letter

- Appointment with an Accessibility Counsellor - The process begins with a student meeting with an Accessibility Counsellor (AC)
- Relevant history and documentation - The student and counsellor will review relevant background history, new or existing medical documentation ([Documentation Requirements](#))

## **Additional information required**

Documentation requirements differ between high school and post-secondary. In the situation where additional information or documentation is required, the AC will work with the student to secure the additional information/documentation.

Discussion of academic accommodations - The AC will work with the student to generate an Accommodation letter where applicable. The Accommodation letter may be of two types: Temporary or Permanent. The AC will discuss each accommodation with the student to help clarify their applicability in the student's academic program.

### **Sample Accommodations:**

- Extra time for tests and exams
- Extensions for assignments
- Use of assistive technology devices and software
- Electronic textbooks
- Sign Language interpreter

### **Working with the Academic Department:**

- The AC who issued the accommodation letter will be identified on the letter. The Academic department, AC's and the student will work collaboratively to ensure that the accommodations are properly implemented. Faculty are encouraged to reach out to the AC who issued the letter with questions or for guidance on how best to support a student with an accommodation.

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