BADER INTERNATIONAL STUDY CENTRE

Academic Accommodations Policy
Declaration of Classroom and Exam Accommodations Policy and Procedure

Queen’s Senate Policy Concerning Students with Disabilities
Queen’s University is committed to facilitating the integration of students with disabilities into the University community. While all students must satisfy the essential requirements for courses and programs, the administration, faculty, staff, and students at Queen’s are expected to provide reasonable accommodation to students with disabilities.

Reasonable accommodation may require members of the University community to exercise creativity and flexibility in responding to the needs of students with disabilities while maintaining academic standards. This policy acknowledges that fundamental to the academic and personal success of students is their responsibility both to demonstrate self-reliance and to identify needs requiring accommodation.

Responsibilities and Rights

Students with Disabilities at Queen’s University have a right to:

- equal access and equal opportunity to participate in the academic experience
- be treated with dignity and respect regarding their disability, accommodation and/or access needs
- appropriate, individualized accommodation
- protection and security of their personal, health, disability and other confidential information
- timely service provision, consistent with notice provided by the student
- prompt, equitable investigation and resolution of complaints

Students have a responsibility to:

- notify the university, through Queen’s Student Accessibility Services, with appropriate medical or other documentation of their need for academic accommodation due to a disability
- advise Student Services of their need for accommodation by providing Student Success Coordinator with the appropriate documentation;
- participate in their individual accommodation planning by answering any questions, providing information and co-operating with disability advisors and staff regarding their accommodations;
- communicate their accommodation plan to their instructors, the Student Success Coordinator, faculty administration, the Exams Office and others as appropriate and where classroom learning/evaluation accommodations are needed, with as much advance notice as possible;
- work with QSAS to ensure their accommodation plan is updated, as appropriate;
- find out the dates of any mid-term tests or exams.

Instructors are responsible for:

- treating all students with dignity and respect;
• participating in the accommodation process by accepting a student's request for accommodation in good faith, providing specific accommodations, and ensuring that alternative approaches are investigated where necessary;
• informing students and the Student Success Coordinator of mid-term dates well in advance to allow for accommodations to be met;
• seeking input or advice regarding the most appropriate methods to adapt the course to the particular needs of their students;
• maintaining student privacy and confidentiality by only sharing information regarding a student's disability with those directly involved in the accommodation process.

**Student Services (Student Success Coordinator) is responsible for:**
• working with students to obtain academic accommodations from Queen's Student Accessibility Services (QSAS);
• maintaining student privacy and confidentiality by limiting release of information only for the purpose of facilitating access to education services through accommodation;
• supporting prompt investigation and resolution of complaints;
• providing Administration with information necessary to arrange the exam timetable;
• coordinating the implementation of accommodations;
• proctoring exams for students, e.g., those requiring separate rooms;
• arranging additional services (e.g., a scribe).

**Administration Office is responsible for:**
• dealing with accommodation requests in a timely manner, consistent with the notice provided by the student;
• developing the exam timetable, including room bookings, and arranging IT support;
• maintaining student privacy and confidentiality by limiting release of information only for the purpose of facilitating access to education services through accommodation.

**Deputy Academic Director is responsible for:**
• Determining faculty proctors for mid-term and final exams (if Student Services requires additional proctors).

**Policy**
• Students are solely responsible for informing the BISC of their need for academic accommodations. In requesting academic accommodations, students are not required to disclose their disability.
• The BISC requires a letter of verification of registration/appropriate official documentation by the student with their university’s disability service office (DSO), and a list of approved academic accommodations. High school accommodations will not be accepted. At Queen’s this office is Queen’s Student Accessibility Services.
• Students should not send original medical documentation or other supporting documentation to the BISC.
• The BISC will only implement accommodations approved by a university's disability service office (or equivalent), even if those listed by the student differ from the university's list.
• The verification of registration by the student with the disability service office, and a list of accommodations required, must be received by Student Services before the start of term or on or before the deadline set by Administration Office at the BISC for the purposes of arranging exam accommodations (including mid-term exams, tests, and final exams). This is by the Monday of Week 4 for the Fall and Winter semesters. Exceptions will be made if feasible.
• Classroom accommodations should be presented directly to the Student Success Coordinator, who will work with the student in the implementation of their accommodations. The Student Success Coordinator will provide a copy of the Letter of Accommodation to the Instructor of each class in which a student is enrolled.
• Students may wish to provide the Instructor(s) of the course(s) in which they are registered with any additional information in order to assist in the implementation of the classroom accommodations, but students are not obliged to and are not obliged to reveal the nature of the disability.
• Students are responsible, along with the Instructor to arrange accommodations for in-class tests and midterms. Please see “Midterm Examination Arrangements” below.
• Students who do not declare accommodations to their Instructor for ongoing conditions at least one week before a mid-term or in-class test may not have their accommodations met.
• Arrangements for finals are made through the Administration Office. Students who do not upload their Accommodation Letter should submit it to Student Services, preferably via the Student Success Coordinator.

Process
1. Student registers with Queen’s Student Accessibility Services on main campus. Students should register at http://www.queensu.ca/studentwellness/accessibility-services/how-register/new-students.
   a. In the case of students studying on a Letter of Permission they should have registered with their home university’s Disability Services Office (DSO)
2. Student emails Letter of Accommodation from QSAS/DSO to Student Success Coordinator at i_brent@bisc.queensu.ca.uk
3. Student Success Coordinator receives Letter of Accommodation
4. Student Success Coordinator identifies exam accommodations (see separate process for how exam accommodations are arranged)
5. Relevant information is securely shared with the Administration Office for the purpose of arranging the exam timetable
6. Student and/or Student Success Coordinator informs Instructor directly of any classroom accommodations and/or accommodations for test and mid-terms

Students Without an Accommodation Letter
Queen’s students who arrive at the BISC without an Accommodation Letter are able to register for accommodations with QSAS on the phone. Students should register at http://www.queensu.ca/studentwellness/accessibility-services/how-register/new-students.
After registration the student should contact accessibility.services@queensu.ca to arrange an appointment.

Students may have to send documentation in advance. See http://www.queensu.ca/studentwellness/accessibility-services/information-students/documentation-requirements for details of the types of documentation that may be required.

Documents can be uploaded to OneDrive using the student’s Queen’s NetID login details. Alternatively the student may opt to courier documents, at their own expense, to QSAS:

Student Wellness Services
146 Stuart Street
Kingston, ON K7L 3N6

Tel: 613-533-6467
Fax: 613-533-6284
Email: accessibility.services@queensu.ca

Non-Queen’s students – i.e., those studying on a Letter of Permission – should apply through their home university’s DSO.

Students may also wish to speak with the Student Success Coordinator for assistance in applying for accommodations through QSAS.

**Midterm Examination Arrangements**

Midterm examinations are arranged by the Instructor in conjunction with the Student Success Coordinator. The student must approach the Instructor at least seven days prior to the midterm to discuss appropriate accommodation. The Instructor contacts the Student Success Coordinator to arrange for space and required technology.

As with the arrangements for finals, if a proctor is required the Student Success Coordinator will proctor the exam. The Student Success Coordinator will contact the Instructor to make arrangements, and will notify the student via email once all documents are received and the time/date is set.

Please note, exam accommodations apply to all types of timed evaluations including finals, midterms, tests and quizzes, whether in-class or online.

**Classroom Accommodations**

Students are responsible for making appropriate arrangements with the Instructors of their courses, who will be informed of the accommodations by the Student Success Coordinator. Typically, this will be done before the semester starts.