

Approving University Official(s): Academic Council,
Board of Governors

Responsible Office: Dean of Student Success,
Academic Accommodations and Accessibility Office

Effective date: November 11, 2019

Last review date: February 25, 2022

Next review date: 3 years

[AC- Academic Accommodations and Accessibility Procedures]

Purpose

This Academic Accommodations and Accessibility Policy (the “Policy”) identifies the ways Yorkville University and Toronto Film School, and their affiliates, (collectively, “Yorkville”) meet their commitment to Universal Design and Universal Design for Learning and providing access to students with Disabilities, particularly by making Academic Accommodations that facilitate Accessibility. This Policy also applies to Academic Accommodations for student needs related, but not limited to, other protected human rights grounds such as to Family Status (caregiving responsibilities), Sex (pregnancy/breastfeeding), and Gender Identity and/or Gender Expression, among others (collectively, “Protected Grounds”).

Audience

This Policy applies to all Yorkville students self-identified as having a documented Disability or Accommodation needs related to the other Protected Grounds.

Procedures

For procedures related to the Creed/Religion Accommodation requests please see the Accommodations for Religious Observance Policy and Procedures.

1. Yorkville will provide reasonable Accommodations to students who self-identify as having a Disability and/or demonstrate other human rights protected needs and provide the Accessibility Office with the documentation required to understand the nature of the Disability/other human rights protected need and identify the types of Accommodations that are appropriate.

2. Yorkville has appointed appropriately qualified Accommodations and Accessibility Specialists to implement this policy. The Accommodations and Accessibility Specialists will ensure that the following take place:
 - a. Develop and publish detailed procedures (general procedures can be found in section 4 below) for implementing the policy, including:
 - i. Procedures for students' self-identifying and/or registering as in need of Academic Accommodation;
 - ii. Requirements for documentation of disabilities;
 - iii. Timelines and deadlines for student self-identification and application for Accommodation;
 - iv. Procedures for communicating Accommodations to instructors;
 - v. Monitor services and facilities that Yorkville will provide to accommodate students with disabilities;
 - vi. Such other procedures as required for the effective and fair implementation of the policy.
 - b. Maintain records related to students' self-identification, ensure informed consent for confidentiality procedures are understood and signed by students.
 - c. Determine eligibility of students for Accommodation and, having consulted with the relevant Program Advisor, if necessary, work with each student to develop a written plan to accommodate that student's needs.
 - d. Support students by communicating with course instructors or by notifying instructors on student's behalf.
 - e. Develop and implement training material and programs for faculty, staff, and students (in association with an internal Accessibility advisory committee).
3. Principles for implementing this policy: In addition to the purposes, principles, and limitations identified elsewhere in this policy, the following principles will guide the Accommodations and Accessibility Specialists as they develop the procedures required to implement this policy effectively:
 - a. Protection of privacy: Procedures developed to implement this policy will be consistent with the requirements of the Canadian *Personal Information Protection and Electronic Documents Act*, the British Columbia *Personal Information Protection Act*, the New Brunswick *Personal Health Information Privacy and Access Act*, and the Ontario *Personal Health Information Protection Act*.
 - b. Accommodation appropriate to the mode of study: Procedures and types of Academic Accommodation shall be developed to serve students studying on campus and those studying online.

- c. Guidelines for students will be published indicating procedures that students should follow to request Academic Accommodations and specifying services available and, if applicable, any limitations on services that can be provided and Accommodations that can be made.
- d. Accommodations will be explored in good faith and in a manner that respects the dignity of the person.

4. General procedures for Accommodation:

- a. Students are invited to reach out to/can be referred to the Academic Accommodations and Accessibility Office should they have Accommodation needs.
- b. For Disability related Accommodation requests, students are required to complete the Student Disability Accommodation Request Form (see Appendix A)
- c. For other non-Disability human rights related Accommodation requests, students are required to complete the Student Accommodation Request Form (Non-Disability) (see Appendix B).
- d. The student may meet with an Academic Accommodations and Accessibility Specialist to review their student information and Disability/other human rights Accommodation request, documentation and discuss impact on academics.
- e. In the case of Disability, the student submits valid medical documentation (completed by a registered healthcare professional who is qualified to diagnose a Disability).
- f. All information is reviewed and an individualized Accommodation plan is discussed and created.
- g. Finalized Academic Accommodation plans will be made available to relevant faculty (school email addresses only), Program Chair/Head, and Director/Manager of Student Services on the student's behalf. These plans outline the responsibilities of both the student and faculty/staff. Future appointments are set between the student and the Academic Accommodations and Accessibility Specialist if needed to develop study skills and demonstrate Accessibility features available to reduce or eliminate Disability related Barriers.
- h. An Accommodations Plan for a Student will come to the instructor's University e-mail. It should be implemented immediately.
- i. Students with Academic Accommodations should not be expected to remind faculty of their specific Accommodations nor be asked, by any faculty member, to negotiate or discuss their specific circumstances. Although some students are open regarding their needs, some do not wish to discuss these matters with their instructors.

For more information and assistance:

Email: Accessibility@yorkvilleu.ca

Call: 1-905-669-0550 extension 1686; Toll-Free: 1-877-429-4029 extension 1686

Student Success Centre

<https://success.yorkvilleu.ca/Accessibility>