

Special Needs Accommodation for Students with Disabilities

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 Contact: CCE's Director's Office (Tel # 306-585-5801)

Preamble

In December of 1996, the University of Regina approved *A Policy Regarding Students with Special Needs*. Part of this policy states that "(f)aculties are expected to develop procedures for implementing this policy which are consistent with their internal goals and needs." The current set of procedures has been developed to fill this need, and to encourage students with disabilities to seek accommodations while taking Centre for Continuing Education courses or programs.

These procedures are designed to set out what accommodations are possible and the role that CCE staff members, instructors and students play in the practical of implementation of the University of Regina Policy.

Definitions

"accommodations"	A special needs accommodation is a modification in preparation, teaching, and evaluation procedure designed to accommodate the particular needs of an otherwise qualified student with a disability. Examples of accommodations, ranked from minor to major, are listed in Appendix B to <i>A Policy Regarding Students with Special Needs</i> .
"CCE"	Centre for Continuing Education, University of Regina
"director"	The Director of the Centre for Continuing Education, University of Regina
"disability"	The definition of disability excerpted from the Saskatchewan Human Rights Code is contained in Appendix A to <i>A Policy Regarding Students with Special Needs</i>
"CSA"	The Centre for Student Accessibility, University of Regina

“Head”	The Head of one of these academic and non-academic units of CCE: Career and Professional Development, Conservatory of Performing Arts, English as a Second Language Program, Flexible Learning Division, or Lifelong Learning Centre.
“instructor”	Any person hired by CCE to instruct a person or class enrolled in a course or program delivered by any of CCE’s units.
“Policy”	A Policy Regarding Students with Special Needs approved by the University Of Regina Board Of Governors on December 17, 1996.
“scribe”	A scribe is responsible to act as the writing tool of the student. Communication between student and scribe should be limited. If there are questions, they should be directed to the instructor or the appointed invigilator.
“student”	Any person registered in one of CCE’s courses or programs regardless of whether said course or program is for credit.
“University”	University of Regina

Physical Accessibility of Buildings

Due to renovations of our heritage campus on College Avenue our Centre has been split into primarily two separate locations: First Nations University of Canada (adjacent to the Wascana/Main campus) and the Palliser Building, only blocks away from our former location. (ESL remains at its Wascana/Main Campus location.) Our Centre does run a few classes at Westminster United Church and elsewhere where accessibility is limited – please contact CCE’s Student Services to see what accommodations are available before registering for classes. (Student Services Tel # 306-585-5748.)

a) Palliser Building – 2151 Scarth Street

The Palliser Building is accessible to wheelchairs or other motorized personal transportation devices via a ramp at the main front entry located at west side of the building. The door entering the building is equipped with a push-button device that can be operated by most persons with physical disabilities. The building is equipped with elevators and the accessible washrooms are located on the 2nd floor (unfortunately due to the door weight/resistance some assistance may be required to open the washroom entry door).

Parking for vehicles displaying the City of Regina’s Disability Parking Permit is available half a block north of our building at the corner of Scarth and 13th Avenue, beside the Affinity Building. However drop off is available in front of the Palliser Building adjacent to the ramps mentioned above. For information on the City of Regina’s Permits for Persons with Disabilities visit their website - <http://www.regina.ca/residents/parking/obtain-permits/permits-disabilities/>.

b) First Nations University of Canada and UofR Wascana/Main Campus

These buildings are fully accessible to students with special needs.

Process

a) Announcements to Students Who May Require Special Needs Accommodations

It is important that students with disabilities who require special needs accommodations seek assistance in securing these accommodations, but in a manner that preserves the privacy of the students. In courses where a written outline or syllabus is provided to students, instructors will include the following statement, "Any student with a disability who may need accommodations should discuss these with their course instructor and contact The Centre for Student Accessibility (306-585-4631 and/or accessibility@uregina.ca).

In addition, CCE's website and all program calendars will contain the above statement and all clients will be prompted during the registration process.

b) Communications between Students, Instructors and Staff/Advisors

In accordance with the University's Policy, students who request special needs accommodations should be referred to the University's CSA.

Special needs accommodations may not be provided until the student has registered with the CSA who will vet the student's medical documentations and prepare a list of suggested accommodations, based on the medical literature.

Students are expected to approach the CSA with their special needs accommodation requests in a timely manner. Students will normally contact the CSA before the beginning of a class or semester when making special needs accommodation requests. For courses that are evaluated, such requests should be made prior to the first due date of any assignments or exams which will count in the final mark. ESL students may encounter difficulties in providing proof of special needs due to language issues. Those students and their instructors are encouraged to work with the ESL Advisor to get help in approaching the Centre for Student Accessibility.

Upon receiving a request from the student via the CSA for accommodations, the instructor or Head of the affected area shall complete the CSA's form, sign it, and distribute the appropriate copies.

The Head must consult the Director in the following circumstances:

- a) the Head and/or instructor feel compelled to refuse to meet the special needs request of the student, and are unable to suggest an accepted alternative to the student;
- b) meeting the special needs request will require CCE to spend extra money for equipment, staffing or other purposes; or
- c) the Head and/or instructor and the student are unable to agree on whether or how the student's special needs are being accommodated.

If a student encounters difficulties in obtaining course accommodations after consulting with the instructor, he or she should request a meeting with the Department Head and course instructor to discuss alternatives. If no satisfactory arrangement results from this meeting, the student is advised

to send a written description of his or her concern to the Director of CCE. The Manager, Centre for Student Accessibility can assist with either appeal process.

If the Head, instructor and student cannot arrive at an acceptable accommodation, the University Policy states the following:

If disputes arise, Student Affairs and the Dean (of the instructor's Faculty) will assist the student and instructor in coming to an agreement. If agreement is not reached through mediation, a decision will be made by the Vice President (Academic).

c) Taping of Lectures, Courses or Seminars

Where audio tape recorders are normally prohibited, the rule should be waived for certain students (e.g. students with a disability that severely restricts their capacity to take written lecture notes). Students may also request access to lecture material. If it is up to the instructor to decide if he or she wishes to provide copies of lecture or seminar notes. If taping of lectures or seminars is the only viable option, then this request will be met. The instructor will advise the rest of the class when audio-taping is occurring.

Students with a disability must observe all conditions that are attached to the provision of reasonable accommodation. For example, if permission is given to a student to audiotape a lecture, or if lecture notes and/or overheads are made available in print form for the purpose of photocopying, the materials should only be used by the student for the designated purpose.

Instructors may request that the student obtain written permission from him/her prior to taping and/or copying any course material as part of the agreement for accommodation. If requested by the instructor, all tape recordings and/or photocopies will be returned to the instructor by the student after the learning activities for which they are obtained is completed. The Head and/or instructor will convey this requirement to the student in writing.

Students who audiotape lectures are expected to attend them as well.

d) Accommodations in Evaluating Students with Disabilities

The University's Policy is designed to give students with disabilities an equal chance to show their academic ability without compromising academic standards. Sometimes, required academic standards mean that students will have to attempt to complete a required component of a class (potentially with the help of tutors, etc.), or avoid that class in their program selection. On the other hand, sometimes instructors will need to design alternate methods of testing whether or not students meet the academic standards needed to pass the class or achieve a specific standing. These alternatives might include substituting different types of written exams, or substituting exams for essays, or essays for exams, depending on the student's disability.

Evaluation procedures must be appropriate and fair to students with a disability. Evaluation procedures must examine each student's knowledge, skills and/or ability in reference to the course content. For example, a student with a visual impairment or significant reading impairment may need to have questions read aloud to them by an invigilator. A student with a visual disability might give oral rather than written responses to test questions. If oral evaluation is conducted, this will be

documented by tape recording or the use of a scribe. A student with a motor disability might type answers rather than writing by hand.

There may be occasions when the specific disability is directly in the area of ability required for the course and where accommodation in the evaluation procedure may not be possible, despite a review of possible options by the student and the instructor. For example, it may not be possible to find a successful accommodation for a student with a severe mathematics disability in an accounting course that requires understanding of and ability to manipulate mathematical concepts and calculations.

To summarize, if alternate evaluation methods are available and do not compromise academic standards, instructors will provide them in response to special needs accommodation requests. In many cases, the special needs accommodation request involves relatively minor accommodations such as requesting extra time for exams or in-class assignments, or a separate room to write in, or special typeface or coloured paper. The instructor will be expected to meet such minor accommodations. Students are expected to confirm these accommodations at least a week before any examinations.

Some of these requests will lead to extra work for specific instructors or departments. The unit for which the instructor teaches, together with the Heads and Program Administrators, will work with the instructor to help reduce this workload.

e) Limitations

The procedures outlined in this document apply to all courses and programs delivered on the University's facilities, however, where University courses are offered off-campus, the University will assist students who require special needs accommodations to the greatest extent possible.

Related Information

For more information please view:

- Policy – [GOV-100-015 – Respectful University](#)
- Centre for Student Accessibility website - <http://www.uregina.ca/student/accessibility/index.html>