

Special Needs Accommodation for Students with Disabilities

Number:	CCE-OPS-002
Audience:	CCE's Operational Management Team and CCE's staff members
Issued:	12 May 2003
Last revised:	18 July 2019
Previous revision:	25 January 2017
Owner:	Director, Centre for Continuing Education
Approved by:	CCE's Council
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Preamble

The University of Regina wishes to support all students in achieving academic success while enjoying a full and rewarding university experience.

The Centre for Student Accessibility upholds the university's commitment to a diverse and inclusive learning community by providing services and support to enable students with disabilities to approach their studies in an equal and effective manner.

In collaboration with the Centre for Student Accessibility, this procedure is designed to guide CCE staff and instructors in maintaining personal, confidential service when responding to accommodation requests while encouraging independence, self-advocacy and equality for all students.

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.
"CCE"	Centre for Continuing Education, University of Regina
"Director"	The Director of the Centre for Continuing Education, University of Regina
"disability"	An excerpt from the Saskatchewan Human Rights Code defines disability as "any degree of physical disability, infirmity, malformations or disfigurement and, without limiting the generality includes: epilepsy, any degree of paralysis, amputation, lack of physical coordination, blindness/visual impediment, deafness/hearing impediment, physical reliance on service animals, wheelchair or other remedial appliances/devices, intellectual disability or impairment, learning disability or dysfunction in processes involved in comprehension, use of symbols or spoken language, or mental disorder".
"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.
“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

In collaboration with Facilities Management, the Centre for Student Accessibility strives to create an accessible, barrier-free campus. Buildings on both the main/Wascana campus and on the College Avenue Campus are wheelchair accessible and have interior travel routes, accessible parking and washrooms, and power-assisted door operators and elevators in many locations. Please note that not all areas of the College Avenue Campus are wheelchair accessible. Note, the Centre for Continuing Education does run a few classes at off-campus locations 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.)

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, injury or illness who feels they may need accommodations should discuss this with their course instructor after contacting The Centre for Student Accessibility, located in the Riddell Centre, telephone 306-585-4631 and/or email 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 order to receive academic accommodation, a student must be registered for services with the Centre for Student Accessibility. Once an accommodation plan has been established, the appropriate faculty and staff members will be advised, via an Accommodation Letter. This letter

serves to confirm the student's registration with CSA, while also outlining which accommodations have been authorized.

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. Accommodation Letters are not automatically issued. Each semester, the student must contact CSA office to request that their letters be sent.

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.

The Head of the affected area must consult CCE's Director in the following circumstances:

- a) after consultation with CSA there is disagreement as to acceptable alternatives for the student, the Head and/or instructor feel compelled to refuse to meet the special needs request of the student;
- b) meeting the special needs request will require CCE to spend extra money for equipment, staffing or other purposes; or
- c) the instructor feels the accommodation will unreasonably impede other students learning or will lower the academic standard of the course.

If a student encounters difficulties in obtaining course accommodations after consulting with the instructor, he or she should return to the Centre for Student Accessibility to discuss the next course of action.

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. 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. Use of scribes does not require class notification.

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 – see Appendix A, [Audio Recording/Professional Note taking Contract](#).

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

d) Accommodations in Evaluating Students with Disabilities

Academic accommodations are NOT intended to interfere with academic integrity or reduce the responsibility of the student to demonstrate mastery of course content. Any concerns you have regarding academic integrity should be discussed with your Department Head, Associate Dean, or Dean. The Centre for Student Accessibility may provide assistance in determining alternate ways to accommodate a student's needs while still ensuring that academic integrity is respected and maintained.

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

Due to particular medical conditions, a student may occasionally be absent from class. These absences should not affect grading regarding attendance. Prolonged absences, or a missed exam, do not fall under this accommodation and proper faculty policy must be followed.

Any concerns regarding academic integrity should be discussed with your Department Head or CCE's Director. The Centre for Student Accessibility may provide assistance in determining alternate ways to accommodate a student's needs while still ensuring that academic integrity is respected and maintained.

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>

**Student / Faculty
Contract**

Audio Recording / Professional Note taking

University of Regina policy, along with Canadian and Saskatchewan legislation, require that students with documented disabilities be permitted to audio record lecture material and in some instances hire professional note takers, in order to achieve reasonable accommodation in the classroom. This agreement between the student with accommodation and the faculty member protects these individuals while upholding policy and legislation.

Student Name: _____

Instructor Name: _____

Course: _____

Semester: _____

I, _____, agree to use audio recordings or class transcriptions for my
(Student Name)

own personal study and classroom-related use. I agree that these materials will not be shared, distributed or duplicated in any form without the expressed consent of the above named faculty member. I understand that sharing, distributing or duplicating this material would be a breach of this agreement and I could face misconduct charges.

Faculty Member Signature: _____ Date: _____

Student Signature: _____ Date: _____

Note taker Signature (if applicable): _____ Date: _____