

Policy Name	Reasonable Accommodation for Students		
Policy #	712b	Category	Human Resources and Student Services
Policy Sponsor	AVP, Human Resources AVP, Student Services	Previous Revision Date	January 20, 2016
Policy Approved by	President and CEO	Revision Date	November 1, 2024
Procedures Approved by	Provost and VP, Academic	Review Date	November 2029

See the related [POLICY](#).

DEFINITIONS

Discrimination: Discrimination is any act, behavior, or practice, which may be intentional or unintentional, that has the purpose or effect of imposing burdens, obligations, disadvantages, or preferences on a person or class of persons based on any of the prohibited grounds set out in *The Saskatchewan Human Rights Code, 2018*.

Duty to Accommodate: The duty to accommodate refers to Sask Polytech’s legal obligation in certain circumstances to address or correct situations involving discrimination by reasonably varying educational or employment rules, standards, policies, or practices to ensure individuals or groups protected under The Saskatchewan Human Rights Code, 2018 are provided equal educational and employment opportunities. The duty to accommodate is part of Sask Polytech’s larger legal duty not to discriminate.

Prohibited Grounds: The prohibited grounds of discrimination, as listed in *The Saskatchewan Human Rights Code, 2018*, are: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity.

Undue Hardship: The duty to accommodate extends only to the point of undue hardship. Decisions regarding undue hardship shall be made at the institutional level and will be institutional decisions.

PURPOSE

In order to ensure equitable opportunity for all individuals and groups, Saskatchewan Polytechnic (Sask Polytech) strives to increase opportunities and supports for individuals and groups in accordance with *The Saskatchewan Human Rights Code, 2018*.

Where appropriate, some of the measures that may be utilized to ensure equitable opportunity include the identification and provision of reasonable accommodations and the provision of staff dedicated to assisting students. These measures and/or reasonable accommodations will not eliminate or alter academic standards.

Sask Polytech shall work to improve and optimize teaching and learning for all people by striving to provide multiple means of engagement, representation, action, and expression, where appropriate and reasonable.

PROCEDURES

1. Roles and Responsibilities

The process for determining reasonable accommodations is a collaboration between the individual and the institution. The Reasonable Accommodation Policy 712 acknowledges that each person has a role to play in supporting reasonable accommodations within the institutional practices, processes, and services we provide to students. Reasonable accommodations shall be guided by these Procedures, the Reasonable Accommodation Policy 712, *The Saskatchewan Human Rights Code, 2018*, and the duty to accommodate. Reasonable accommodations are determined by Accessibility Consultants/Advisors/Counsellors with the appropriate training and experience to assess and provide appropriate accommodations based on the unique circumstances of the individual in the context of the applicable academic program.

- 1.1 Sask Polytech students or applicants for admission to an academic program requesting reasonable accommodation are responsible for:
- a) Ensuring Sask Polytech is aware of their request for accommodation by:
 - Self-declaring the applicable ground(s)/status(es) the applicant wishes to be known for their application. Students/applicants may be required to verify the declared ground(s)/status(es) with Accessibility Services or the appropriate personnel.
 - Informing the following departments/personnel based on the area of accommodation request, as soon as reasonably possible:
 - Disability, functional limitations, and/or medical to Accessibility Services by filling out and submitting the [online registration form for Accessibility Services](#);
 - Indigenous ancestry to Indigenous Student Advisor/Counselling Services; and
 - Family status, religious status, and all other protected grounds, to Counselling Services
 - b) Providing reasonable notice of the requirement for accommodation.
 - c) Providing sufficient relevant documentation or access to relevant documentation, including medical reports or other materials, to verify the requirement for accommodation and identify the specific accommodation needs.
 - Specifically for disability/medical requests, see [Accessibility Services Documentation Requirements](#). Please note, students are only required to disclose their accommodation needs, not any specific diagnosis.
 - d) Collaborating in the search for and implementation of a reasonable accommodations. Including but not limited to meeting with an Accessibility Consultant/Advisor/Counsellor, following the internal processes of Accessibility Services, and discussing approved accommodations with Instructors. For additional information please see the Accessibility Services Webpage.
 - e) Accepting an offer of reasonable accommodation when it effectively removes the negative impact of the educational rule, standard, policy, or practice in question.
 - f) Adhering to the student contract/approved accommodation letter provided.
 - g) Providing notice to your Accessibility Consultant/Advisor/Counsellor of any changes in personal circumstance that removes the need for accommodation or requires a variation to your approved accommodations.

1.2 Sask Polytech Program Heads and Continuing Education Consultants are responsible for:

- a) Referring individuals requesting reasonable accommodation based on:
 - Disability, functional limitations, and/or medical to Accessibility Services;
 - Indigenous ancestry to Indigenous Student Advisor/Counselling Services; and
 - Family status, religious status, and any other protected grounds to Counselling Services
- b) Collaborating with Accessibility, Indigenous, or Counselling Services to ensure individuals' accommodations provide for equitable opportunity without changing academic requirements or standards.
- c) Respecting the student's right to withhold disclosure of a specific diagnosis and maintain strict confidentiality if accommodation needs or information is disclosed to you.
- d) Collaborating with the individual requesting accommodation and the appropriate Accessibility Consultant/Advisor/Counsellor in the search for and implementation of reasonable accommodations, including following the internal processes of Accessibility Services. In cases where there is training outside of Sask Polytech (e.g., clinical placements, practicums, etc.), meet with students well in advance to ensure reasonable accommodations are in place prior to commencement.
- e) Ensuring Instructors (including contract Instructors) understand their responsibilities in the reasonable accommodation process and have received the accommodation letters for all accommodated students in their courses.
- f) Supporting the implementation by Instructors of reasonable accommodations within their portfolios in a timely manner.
- g) Working towards the improvement and optimization of teaching and learning. This will include encouraging Instructors to work towards providing various means of engagement, representation, action, and expression, as appropriate and where reasonable. For assistance with these initiatives, implementation, and resources connect with Instructional and Leadership Development Centre (ILDC) and/or Accessibility Services.
- h) Referring requests for reasonable accommodation to your supervisor, where additional discussion and guidance would be productive. Should the program or matter require additional support, the Manager and/or Director of Accessibility Services will collaborate with the Academic Chair or Associate Dean where appropriate.

1.3 Sask Polytech Instructors (including contracted Instructors) are responsible for:

- a) Referring individuals who are requesting reasonable accommodations based on:
 - Disability, functional limitations, and/or medical to Accessibility Services;
 - Indigenous ancestry to Indigenous Student Advisor/Counselling Services; and
 - Family status, religious status, and any other protected grounds to Counselling Services
- b) If you suspect a student needs accommodations, you may encourage them to meet with an Accessibility Consultant.
- c) Respecting the student's right to withhold disclosure of a specific diagnosis and maintain strict confidentiality if accommodation needs or information is disclosed to you.
- d) Collaborating with the individual requesting accommodation and Accessibility, Indigenous, or Counselling Services to implement approved accommodations; including discussing accommodations with the student and following the internal processes of Accessibility

Services. In cases where training outside of Sask Polytech (e.g., clinical placements, practicums, etc.) is a part of your role, facilitate meeting with the student well in advance to ensure reasonable accommodations are in place prior to commencement of the training.

- e) Ensuring you review and understand your responsibilities in the reasonable accommodation process and have received and acknowledged the accommodation letters for all accommodated students in your courses. For further support, contact your Program Head/Supervisor or see additional information on the [Accessibility Services Webpage](#).
- f) Referring questions and/or concerns about implementation of reasonable accommodations to your Program Head/Continuing Education Consultant. Should there be additional questions and/or concerns, you and your Program Head/Continuing Education Consultant are encouraged to reach out to Accessibility Services.
- g) Considering how you might improve and optimize your teaching and student learning. Instructors shall work towards providing various means of engagement, representation, action, and expression, as appropriate and where reasonable. For assistance with these initiatives, implementation, and resources connect with Instructional and Leadership Development Centre (ILDC) and/or Accessibility Services.

1.4 Sask Polytech Accessibility Consultants are responsible for:

- a) Assisting applicants to an academic program with reasonable accommodations, and verifying supporting documentation, as needed.
- b) Meeting with applicants and students to assist with accessing and applying for reasonable accommodations.
- c) Requesting from the individual seeking accommodation sufficient relevant documentation or access to relevant documentation, including medical reports or other materials, to verify the requirement for accommodation and identify the specific accommodation needs.
- d) Meeting and communicating with the student requesting accommodations to review their documentation and request further documentation, as required.
- e) Ensuring any medical reports and documentation obtained are managed in a strictly confidential manner, used only for the purpose of the accommodation request and maintained in accordance with the requirements of the applicable privacy legislation.
- f) Exploring accommodation options and developing a plan for providing reasonable accommodation based on the relevant documentation and coordinating the implementation of the plan with the individual requesting reasonable accommodation, relevant Instructors, and Program Heads.
- g) When student consent is obtained, distribute copies of the accommodation letters to the student, relevant Instructors, and Program Heads with a need to know. Accommodation letters are based on the relevant documentation and identified reasonable accommodation needs. Referrals will be sent to appropriate support services including only the need-to-know information that is required to provide the services.
- h) Keeping appropriate records pertaining to requests for and implementation of accommodations.

- i) Referring requests for reasonable accommodation to their supervisor, where additional discussion and guidance would be productive. Should the program or matter require additional support, the Manager and/or Director of Accessibility Services will collaborate with the Academic Chair or Associate Dean where appropriate.
- j) Providing education and awareness about Accessibility Services information and initiatives. Accessibility Consultants will take an active role in facilitating educational sessions, self-serve resources, and one-on-one support for Instructors, Program Heads, and the larger Sask Polytech community.

1.5 Sask Polytech Advisors and Counsellors are responsible for:

- a) Following the internal processes of Accessibility Services.
- b) Referring individuals who are requesting reasonable accommodations based on:
 - Disability, functional limitations, and/or medical to Accessibility Services;
 - Indigenous ancestry to Indigenous Student Advisor/Counselling Services;
 - Family status, religious status, and any other protected grounds to Counselling Services
- c) Requesting from the individual seeking accommodation sufficient relevant documentation or access to relevant documentation, to verify the requirement for accommodation and identify the specific accommodation needs.
- d) Meeting and communicating with the student requesting accommodations to review their documentation and request further documentation, as required.
- e) Ensuring any documents obtained are managed in a strictly confidential manner, used only for the purpose of the accommodation request, and maintained in accordance with the applicable privacy legislation.
- f) Collaborating with the individual requesting accommodation, the program, Instructors, and the Accessibility Services Manager in the search for and implementation of reasonable accommodations by following the internal processes of Accessibility Services.

1.6 Sask Polytech Manager of Accessibility Services is responsible for:

- a) Developing, maintaining, and adapting the internal processes of Accessibility Services.
- b) Approving requests for interim accommodations, where appropriate, while students are in the process of providing documentation, based on history and/or indicators supplied to the Accessibility Consultant. All interim accommodations will list a date of expiry on the accommodation letter.
- c) Collaborating with Accessibility Consultant/Advisor/Counsellor, Program Heads, and students when reasonable accommodations appear to create undue hardship. Should the matter require additional support or resources, the Manager and/or Director of Accessibility Services will collaborate with the Academic Chair or Associate Dean, where appropriate.
- d) Championing and representing Accessibility Services to Senior Leadership at Sask Polytech. Ensuring that Accessibility Services has a voice at the institution, providing education and awareness about Accessibility Services information and initiatives. Taking a lead role in facilitating educational sessions, reviewing self-serve resources, and one-on-one support for Program Heads, Academic Chairs, Associate Deans, and the larger Sask Polytech community, as it relates to Accessibility Services.

1.7 Student Associations

At the written request of a student, Sask Polytech recognizes the Student Association may act as an advocate in the search for and implementation of a reasonable accommodation for a student, and in assisting a student to accept an offer of reasonable accommodation when it effectively mitigates the negative impact of the rule, standard, policy, or practice in question.