

Royal Roads University Procedure

Effective Date:
February 3, 2014
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October 1, 2017

Replaces [Arranging for Course Accommodations Procedure](#)

Step 1 – Provide medical documentation to Accessibility Services

Contact [Accessibility Services](#) [1] at least six weeks before the course start date to allow for adequate time to arrange accommodations and to apply for grant funding, if eligible.

Submit current medical documentation that describes functional limitations so that an Access Advisor can determine reasonable accommodations for your program. Your medical specialist may use this [Medical Accommodation Form](#) [2] or supply their own.

Appropriate medical documentation must:

- be produced by a medical or psychological professional;
- be signed and dated by the professional documenting the disability and include the date of assessment, the title, phone number, and address of the professional;
- state your disability and indicate how the disability or health condition interferes or will likely interfere with academic performance in a post-secondary learning environment;
- suggest specific accommodations and services that may help minimize the impact of the disability or health condition on your academic performance in a post-secondary learning environment.

Step 2 – Contact Financial Aid & Awards to apply/determine eligibility for grants

Contact RRU's [Financial Aid & Awards](#) [3] office to determine if you are in a program that is supported by government student loans and grants. Let them know which academic program you are in and which province you are a resident (defined as the last province you lived in for 12 consecutive months without going to school full time).

Students eligible for government student loan funding are encouraged to [apply for the grants](#) [4] to offset the cost of services not provided by the University. Applications may take up to six weeks to

process so pre-planning is essential. An Access Advisor can assist with funding applications.

For permanent conditions that require the need for assistive technology or other support services that may qualify for government grant support, please choose one of the forms below that will provide an opportunity for a more in-depth functional analysis.

- [Physical Medical Documentation](#) [5]
- [Psychological/Neurological Medical Documentation](#) [5]
- [Learning Disability Screening Tool](#) [6]

Step 3 – Work with an Access Advisor to create an accommodation plan

An Access Advisor will review the medical documentation to determine eligibility for specific accommodations, depending on the nature of the disability or health condition and the requirements of each course.

The Access Advisor drafts an accommodation letter confirming that the student has a documented disability and describing appropriate accommodation(s), and emails it to the student to review. Once both parties are satisfied with the accommodation plan, the Advisor will email a final copy of the letter to the student and the relevant Program Associate.

Step 4 – Send an accommodation letter to instructors prior to each course start date

Although Access Advisors work with both the student and the Program Associate to coordinate logistics for accommodations, it is strongly recommended that the student emails the accommodation letter to their instructor before or at the start of each new course, providing sufficient time for the accommodation to be arranged, ideally giving several weeks' notice.

Step 5 – Confirm electronic textbooks with Accessibility Services (if required)

For required textbooks, as long as it is an approved accommodation, an Access Advisor will search for an electronic version of the book. If they cannot find the book through the regular supplier, they will request the student purchase the e-text and submit the original receipt to Accessibility Services with a copy of the Bookstore's textbook description. They will reimburse the difference in cost for the e-text above the purchase price of a new textbook that other students in the program are required to purchase.

For research resources, RRU's [Library](#) [7] has an extensive online collection. This is the primary reference resource. Should a student require an electronic version of a publication that is significant to the research project but not available in the collection, reimbursement between the cost of the electronic version and the Canadian sticker price for the time of purchase applies. Seek approval from an Access Advisor before purchase.

Source URL (modified on 2017-10-02 15:21):

<https://policies.royalroads.ca/procedures/accessibility-academic-and-physical-accommodations>

Links

[1] <mailto:accessibilityservices@royalroads.ca>

[2] http://www.royalroads.ca/sites/default/files/u173/Accessibility/medical_accommodations.pdf

[3] <http://www.royalroads.ca/financial-aid-awards/mackenzie-king-scholarship>

[4] <https://studentaidbc.ca/explore/grants-scholarships/canada-student-grant-services-and-equipment-students-permanent>

[5] http://www.royalroads.ca/sites/default/files/u173/Accessibility/physical_medical_documentation.pdf

[6] http://www.royalroads.ca/sites/default/files/u303/learning_disability_self-assessment_screen.pdf%20

[7] <http://library.royalroads.ca/>