



## ACADEMIC ACCOMMODATIONS STUDENT RESPONSIBILITIES FORM

Academic Accommodations are educational practices, systems, and support services that are designed and implemented to equalize the opportunity for a student with a disability to meet the essential requirements for achievement of documented learning outcomes of a course or program.

As part of the accommodation process, an Accommodation Letter will be created outlining agreed-upon academic accommodations that are based on documentation and information regarding the functional limitations of your disability that you have provided to Student Wellness & Accessibility.

Sharing this Accommodation Letter with your faculty and any other relevant individuals who facilitate the implementation of accommodations helps to ensure that you have access to the accommodations to which you are entitled. In order to facilitate implementation of identified accommodations, your Accommodation Letter and any other relevant documentation, unless otherwise directed, **will be forwarded** to all applicable faculty via email at the beginning of the academic year, academic semester, or as accommodation needs are confirmed.

Your accommodations are deemed active once your faculty receive the email with your Accommodation Letter. You will be also copied with your Accommodation Letter via your SLC email account.

You may choose not to provide consent for Student Wellness & Accessibility to communicate information on your behalf, about the nature, type and duration of your accommodations. In such event, you would assume full responsibility for establishing and communicating your accommodation needs directly with SLC faculty and other individuals who facilitate implementation of the accommodations, using the confirmed accommodation plan developed by Student Wellness & Accessibility.

As a student seeking academic accommodations and supports, **you are required to:**

- Provide Student Wellness & Accessibility with **appropriate information and documentation** from a regulated health professional relating to your needs.
- Participate in discussions regarding possible accommodation solutions, based on needs.
- Inform Student Wellness & Accessibility as soon as possible **if your needs change** or if difficulties arise so that other options or arrangements can be explored.
- Continually **monitor** your progress and self-advocate, as needed.
- Inform Student Wellness & Accessibility of any changes in faculty and/or courses (including relevant on-line or Ontario Learn courses) to support updated Accommodation Letter distribution.
- **Complete any necessary steps** identified and discussed with Student Wellness & Accessibility to initiate your accommodations.
- **Renew your Accommodation Letter** with Student Wellness & Accessibility each semester/year as appropriate. The expiry date is indicated on your Accommodation Letter. Submit renewal requests online through <https://stlawrencecollege.ca/forms/accommodation-letter-renewal-form/>.

- Notify Student Wellness & Accessibility if you would like to discuss the option of a **reduced course load**. Students with confirmed disabilities are permitted to take as low as 40% of a full course load, **upon completion** of required documentation with your Accessibility Advisor or Counsellor.
- Notify Student Wellness & Accessibility if you require **placement accommodations**. To support smooth implementation of placement accommodations, notify Student Wellness & Accessibility no later than the semester prior to placement.
- If you require educational materials in an **alternative format**, submit an “Alternative Format Request Form” through <https://stlawrencecollege.ca/forms/alternative-format-textbook/>.

**I agree** to participate in the accommodation process, and as noted herein, I consent to the distribution of my Accommodation Letter to faculty by Student Wellness & Accessibility. I have read, understand and agree to my responsibilities as outlined on this form.

**OR (opt out)**

**I do not** provide my consent for Student Wellness & Accessibility to distribute information about the nature, type and duration of my accommodations. I hereby opt out the distribution component of the accommodation process and assume personal responsibility for establishing and communicating my accommodation needs directly. Under this option, I confirm that I will not hold SLC responsible for any miscommunications or actions relating to my accommodation needs. I have read, understand and agree to all other responsibilities, as outlined on this form.

Student Name:		Student ID:	
Student Signature:		Date:	MM/DD/YYYY