

THE ACADEMIC ACCOMMODATION PROCESS AT MRU

[A Faculty Checklist]



Receive Notice of Accommodations email

Log into your [Accommodation Faculty Portal](#) to view the student's accommodations in your course.



Acknowledge the student's accommodations

At the bottom of the student's accommodations, there is a space to provide your faculty acknowledgement. Please acknowledge the accommodations as **the duty to accommodate begins once you've been informed**.



Communicate with the student as needed

- The student understands their barriers best and communication is encouraged.
- Some accommodations require a discussion to determine how the accommodations will be implemented.
- Communication can be by email, phone, Google Meet or in person. Privacy and confidentiality are essential.



Implement the accommodations

All accommodations apply. Accommodations cannot be denied unless it is determined through a formal appeal.



If you disagree with an accommodation

1. Implement the accommodation.
2. Discuss alternative accommodations with the Access Advisor.
3. If no reasonable alternative can be identified, submit a [formal appeal](#).



Additional Resources

- [Information for Faculty](#)
- [Academic Accommodation and Mount Royal Faculty Handbook](#)
- [Accommodations & You Summary Guide](#)
- [Accommodated Exam Process: A Faculty Checklist](#)