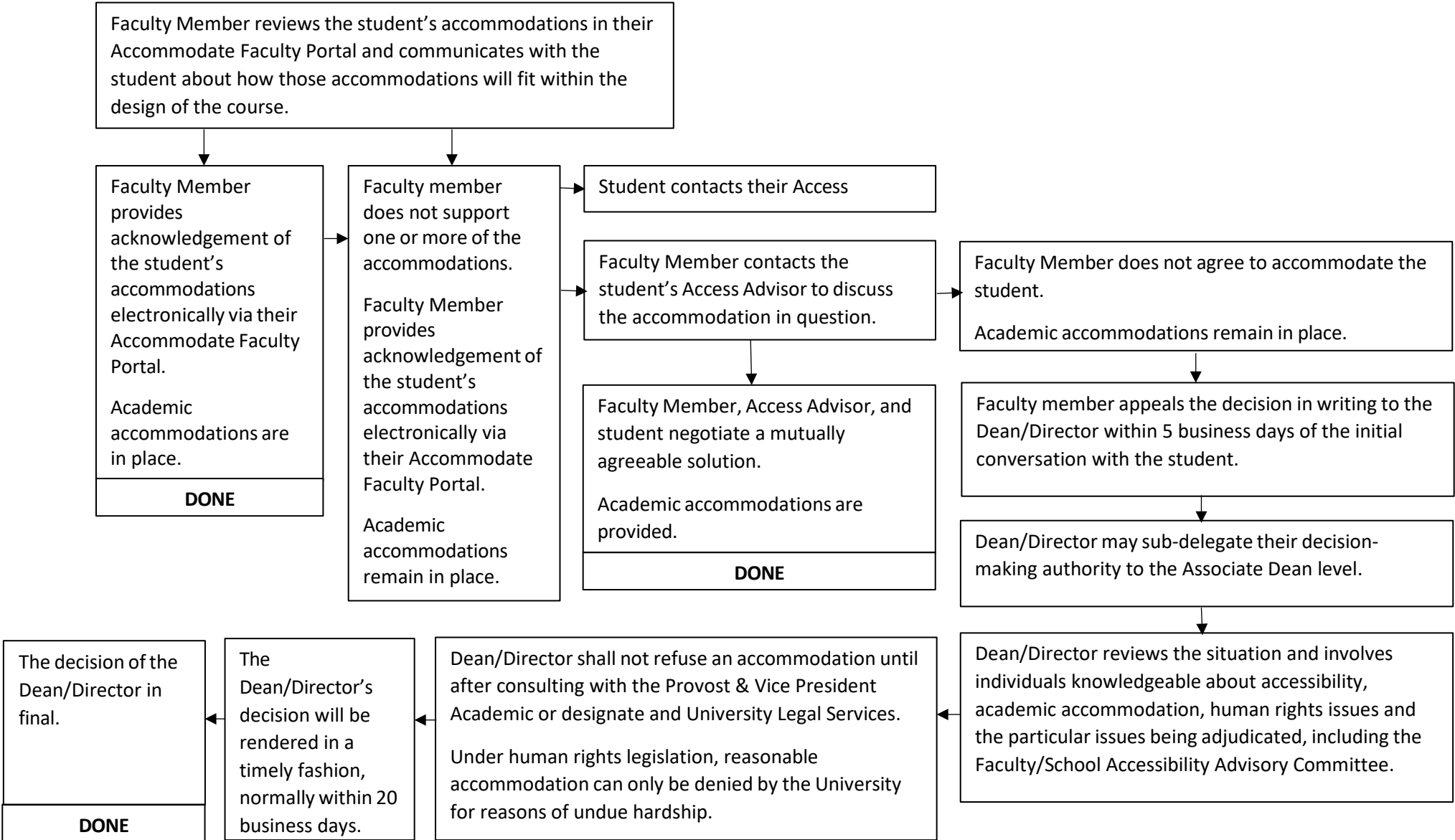


### Academic Accommodation Appeal Process Checklist

Academic accommodations are shared with Faculty Members through their Accommodate Faculty Portal. These accommodations must remain in place unless the following appeal process has been completed:

- Faculty Member receives an email notifying them that a student has shared their accommodations.
- Faculty Member reviews the student's Accommodation Letter in their Accommodate Faculty Portal.
- Faculty Member is encouraged to communicate with the student about how their accommodations will be applied within the design of the course. Some accommodations require a conversation.
- Faculty Member provides acknowledgment of the student's accommodations electronically via their Faculty Accommodate Portal. **These accommodations must remain in place unless the appeal process has been completed.**
- If the Faculty Member does not support one or more of the accommodations listed on the student's Accommodation Letter, they must take the following steps:
  1. Contact the student's Access Advisor listed at the bottom of the Accommodation Letter to discuss the academic accommodation(s) in question. If there is no resolution proceed to step 2.
  2. Appeal the decision in writing to the Dean/Director within **5 business days** of the initial conversation with the student.
    - Dean/Director may sub-delegate their decision-making authority to the Associate Dean level.
    - Dean/Director reviews the situation and involves individuals knowledgeable about accessibility, academic accommodation, human rights issues and the particular issues being adjudicated, including the Access and Inclusion Services Faculty Liaison.
    - Dean/Director shall not refuse an accommodation until after consulting with the Provost & Vice President Academic or designate and University Legal Services.
    - Under human rights legislation, reasonable accommodation can only be denied by the University for reasons of undue hardship.
    - The Dean/Director's decision will be rendered in a timely fashion, normally within **20 business days**.
  3. The decision of the Dean/Director is final.

# Academic Accommodation Appeal Process



Faculty Member reviews the student's accommodations in their Accommodate Faculty Portal and communicates with the student about how those accommodations will fit within the design of the course.

Faculty Member provides acknowledgement of the student's accommodations electronically via their Accommodate Faculty Portal.  
Academic accommodations are in place.  
**DONE**

Faculty member does not support one or more of the accommodations.  
Faculty Member provides acknowledgement of the student's accommodations electronically via their Accommodate Faculty Portal.  
Academic accommodations remain in place.

Student contacts their Access

Faculty Member contacts the student's Access Advisor to discuss the accommodation in question.

Faculty Member, Access Advisor, and student negotiate a mutually agreeable solution.  
Academic accommodations are provided.  
**DONE**

Faculty Member does not agree to accommodate the student.  
Academic accommodations remain in place.

Faculty member appeals the decision in writing to the Dean/Director within 5 business days of the initial conversation with the student.

Dean/Director may sub-delegate their decision-making authority to the Associate Dean level.

Dean/Director reviews the situation and involves individuals knowledgeable about accessibility, academic accommodation, human rights issues and the particular issues being adjudicated, including the Faculty/School Accessibility Advisory Committee.

Dean/Director shall not refuse an accommodation until after consulting with the Provost & Vice President Academic or designate and University Legal Services.  
Under human rights legislation, reasonable accommodation can only be denied by the University for reasons of undue hardship.

The Dean/Director's decision will be rendered in a timely fashion, normally within 20 business days.

The decision of the Dean/Director in final.  
**DONE**