

**MOUNT SAINT VINCENT UNIVERSITY  
STUDENTS WITH DISABILITIES**

**PROCEDURES and GUIDELINES\***

**A. Procedures:**

1. At the **first meeting** between the student and the Coordinator of Disability Services (CDS), the student must provide written documentation that is satisfactory to the University, with respect to the disability. Documentation should contain a diagnosis, impact of disability on the student's learning and behaviour, and the types of accommodations recommended.
  - 1.1 The CDS will review the documentation with the student. If required, the CDS will consult with the qualified professional in the area of the disability for clarification or further information (only with signed consent from the student; see Appendix 1).
  - 1.2 Based on the documentation and information from the student and considering other relevant factors including academic standards, the CDS in collaboration with the student, will devise an accommodation plan.
  - 1.3 The student will be provided with a copy of the *Procedure and Accommodations Plan* form (see Appendix 2) which includes the accommodation plan. The student will be asked to sign the form to acknowledge her/his understanding of the procedure and her/his agreement with the accommodations discussed. A copy of this signed form is provided to the student, the CDS and the Registrar's Office.
2. The student must communicate with the CDS to make arrangements for accommodations as soon as possible, preferably prior to the beginning of term but no later than the second week of term. Early communication will help to ensure that accommodations are in place before the beginning of each term. The faculty member will receive a letter containing the proposed accommodations (see Appendix 3) for the student, with a copy to the student and a copy to the Registrar's Office (Assistant Registrar - Records). In most cases these accommodations will be straight forward but in the event that a faculty member has a concern about the accommodations, they are to contact the CDS immediately.
  - 2.1 The student is to speak with her/his faculty as early as possible regarding the accommodations. If there are any concerns, the student is to contact the CDS immediately so that s/he will follow up with faculty and/or staff as necessary.
  - 2.2 It is the responsibility of faculty to respond immediately to the letter and to work with the CDS to meet the student's needs through accommodations. In cases where considerable intervention is required, this will likely necessitate a dialogue among the student, faculty and Disability Services.
3. When accommodations for **midterm** exams are needed, arrangements must be made with Disability Services. The student must submit a *Request for Midterm Exam*

*Accommodations* form to Disability Services within the first two weeks of class (see Appendix 4). The CDS will then make the arrangements.

4. When accommodations during the **final** exam period are needed, the student is required to submit a *Request for Final Exam Accommodations* form (see Appendix 5) to Disability Services by November 15<sup>th</sup> for December final exams and March 15<sup>th</sup> for April final exams. The CDS will liaise with the Assistant Registrar – Records who is responsible for scheduling and arranging accommodations. However, during Summer Sessions I and II Disability Services is responsible for scheduling and arranging accommodations for final exams.
5. Should the request for accommodations change, the student must consult with the CDS. The CDS may require additional/updated documentation to support this request.
6. Any accommodations which a student believes necessary that are not covered by this policy should be discussed (e.g., oral presentations, assignments, etc.) with the CDS as soon as the student becomes aware of the need.

#### 7. Advisory and Policy Review Procedures

The Disability Advisory Committee (DAC) functions primarily as an advisor to the CDS, students, faculty and staff regarding issues related to students with disabilities. It is a collaborative and stakeholder-based committee comprised of the following: the CDS (chair), a senior administrator (to be named by the Vice President (Academic), a representative from the student body (typically a student with a disability), a faculty member, a representative from the Registrar's Office, the Fair Treatment Policy Advisor, an academic Dean or designate, the Director of Facility Management, the University Librarian, and the Disability Resource Facilitator. The Advisory Committee will, on a bi-annual basis, review the policy and make recommendations when required.

#### 8. Procedures for Dispute Resolution

Students with disabilities are encouraged to discuss any problems or concerns they may have with the CDS immediately; however, they have the same procedures available to them as all Mount Saint Vincent University students for the resolution of concerns about their grades and the treatment they have received. These include:

- 8.1 A student who believes that s/he has been treated unfairly or discriminated against because of her/his disability may consult with the Fair Treatment Policy Advisor with respect to the options available under the Fair Treatment Policy. The Fair Treatment Policy protects students from discrimination on the basis of disability. The Fair Treatment Policy and the Students with Disabilities Policy are designed to promote a learning environment where students are treated with dignity, respect and fairness.
- 8.2 A student who has reason to believe that s/he has been subject to mistaken, improper or unjust treatment with respect to her/his academic status has the right to submit her/his case to the Committee on Academic Appeals for consideration. For details of this appeal process, please see the Academic Calendar under Academic Appeals Procedures.

**B. Guidelines:**

## 1. Guidelines for Proctors, Readers and Scribes

The following practices have been established for proctors, readers and scribes for the purposes of accommodating students with disabilities within the boundaries of academic integrity.

- Proctors, scribes and readers are selected and contracted by the University; one individual can fill all these roles
- They must be impartial and cannot have any other relationship with the student(s), other than that of a member of the Student Affairs Department, proctor, scribe or reader
- Proctors monitor students while they write their midterms/exams
- Readers read the test questions verbatim without any interpretation or clarification; if the student requests, they may re-read the question(s)
- Clarification of questions should only be done by the faculty member or someone designated by the faculty member
- Scribes write the answers exactly as the student speaks them, without editing of any type; the student may have her/his answer read back to her/him by the scribe and/or the scribe may ask the student to repeat a sentence or answer

## 2. Guidelines for Other Services

Other services provided by Disability Services and Student Affairs *may* include:

- Meeting with students to identify strengths and weaknesses based on both formal (psycho-educational assessments) and informal assessment
- Providing study skill strategies tailored to meet the needs of the individual student
- Working with students and faculty to determine appropriate teaching and learning strategies to improve academic skills
- Helping students with the Canada Study Grant (CSG) application form
- Training students on assistive technology including Kurzweil 3000, Dragon Naturally Speaking, and TextHELP Read & Write

\*subject to change at anytime

**Appendix 1  
Consent Form**

**Disability Services**  
Department of Student Affairs  
Mount Saint Vincent University  
Halifax, NS, B3M 2J6  
(902) 457-6323 (phone)  
(902) 445-2201 (fax)

**CONFIDENTIAL  
CONSENT FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_ give permission to \_\_\_\_\_ of  
Disability Services, Student Affairs, MSVU

\_\_\_\_\_ to obtain information from \_\_\_\_\_  
\_\_\_\_\_ provide information to \_\_\_\_\_

Regarding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

## Appendix 2

### Procedure and Accommodations Plan

1. The student has met with the Coordinator of Disability Services and has:
  - provided appropriate medical documentation that is current (within five years),
  - discussed and agreed upon accommodations,
  - provided a list of courses they are registered in this term including **course name, course number and section, and name of professor**, and
  - reviewed the *Students With Disability Policy*.
2. The CDS has sent a letter via email to the faculty whose courses the student is registered in requesting accommodations.
3. The **student has been directed to follow-up with each of their faculty** to discuss the accommodations, **within the first two weeks** of term.
4. When accommodations for **midterm** exams are needed, arrangements must be made with Disability Services. The student must submit a *Request for Midterm Exam Accommodations* form to Disability Services by the second week of class (see Appendix 4). The CDS will then make the arrangements.
5. When accommodations during the **final** exam period are needed, the student is required to submit a *Request for Final Exam Accommodations* form (see Appendix 5) to Disability Services by November 15<sup>th</sup> for December final exams and March 15<sup>th</sup> for April exams. The CDS will liaise with the Assistant Registrar - Records regarding the arrangements.
6. If accommodations are required, it is necessary for the student to meet with the CDS **at the start of every term, each year** to determine and arrange for such accommodations.
7. The student has been advised that if the request for accommodations changes, the student must consult with the CDS. The CDS will explore the need for the change in accommodations and may require additional/updated documentation to support this request.
8. Any accommodations which a student believes necessary that are not covered by this plan should be discussed (e.g., oral presentations, assignments, etc.) with the CDS as soon as the student becomes aware of the need.

Below are listed some typical accommodations that may have to be customized depending on the disability:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Note-taker</li> <li>• Extended time for term work (to be negotiated between professor and student)</li> <li>• Tape record lectures</li> <li>• Extra time for midterm/final exams</li> </ul> | <ul style="list-style-type: none"> <li>• Reader</li> <li>• Scribe</li> <li>• Separate room</li> <li>• Laptop for tests/exams</li> <li>• Enlarged font</li> </ul> |
|--|--|

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Coordinator of Disability Services

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Date

cc: Student  
Coordinator of Disability Services  
Assistant Registrar - Records

### Appendix 3

#### Proposed Academic Accommodations – Letter to Faculty

Ms./Mr X has provided Mount Saint Vincent University with documentation indicating that she/he is a student with a disability who needs to be accommodated. After reviewing the documentation and meeting with the student, Disability Services has determined that the student has satisfied the University's requirements under the *Students with Disabilities Policy* and qualifies for accommodations.

The accommodations proposed are designed to:

- Offset some of the challenges faced by this student as a result of her/his disability;
- Assist her/him in meeting the course or program requirements;
- Allow her/him to demonstrate her/his mastery of the material;
- Ensure that all students, including those with disabilities, receive equitable treatment at MSVU.

The proposed accommodations are not intended to nor should they result in the lowering of academic standards or the undermining of the learning objectives of your course/program.

Based on the information received, it is recommended that the student could benefit from the following accommodations. Ms/Mr. X will be meeting with you within the first 2 weeks of class to discuss these accommodations and/or how they will be implemented in your course.

Proposed accommodations:

- 1.
- 2.
- 3.

**Please reply via email to [Kim.Musgrave@msvu.ca](mailto:Kim.Musgrave@msvu.ca) to acknowledge that you have received and are able to provide these accommodation(s). If you have any questions or concerns about the proposed accommodations please contact me immediately at X6323.**

Disability Services will provide the room for her/him to write the midterms and be monitored. Please a) discuss with the student a mutually agreeable date and time to write with Disability Services, b) indicate on the *Request for Midterm Exam Accommodations* form, provided by the student, this date and time and sign the form, c) deliver the midterm to Evaristus 218 or email it to [midterms@msvu.ca](mailto:midterms@msvu.ca) at least three days prior to the student writing, and d) make arrangements to have the midterm picked up.

Please note that Disability Services makes arrangements for midterm exams only; the Registrar's Office (Stephanie Hale) makes them for final exams.

Thank you in advance.



## Appendix 4

**REQUEST FOR MIDTERM EXAM ACCOMMODATIONS  
Disability Services FALL TERM**

Student's Name (please print)	MSVU Student ID
Student's Signature	Phone Number
Date Received (completed by Disability Services)	Email

I am requesting midterm accommodations for the following courses:

Course Name, Number and Section; i.e., ENGL 1100 01	Professor's Name	<b>Date</b> scheduled to write with Disability Services*	<b>Time</b> scheduled to <u>begin</u> writing with Disability Services*	Amount of time allotted for regular scheduled midterm	Professor's Signature	Professor's contact # to be reached for questions

**\*Students can write with Disability Services from Tuesday to Friday mornings (inclusive) anytime between 9-11:45. Students requiring a reader and/or scribe are to come to Evaristus 218, all others are to go to EMF 130 (basement of the library).**

**The accommodations agreed to and included in your accommodation plan are:**

- Extra Time
- Reader
- Scribe
- Laptop
- Separate Location
- Enlarged Font (Please indicate size) \_\_\_\_\_
- Other (Please Specify) \_\_\_\_\_

To guarantee accommodations, deadline for this completed form is one week before the midterm date.



Appendix 5  
**REQUEST FOR FINAL EXAM  
 ACCOMMODATIONS**

Disability Services  
 (902) 457-6323 FAX (902) 445-2201  
 Email: [Disabilityservices@msvu.ca](mailto:Disabilityservices@msvu.ca)

**Deadline for submission to Disability Services is November 15 & March 15**

Student's Name	MSVU Student ID
Email	Phone Number

I am requesting examination accommodations for the following courses:

Course/Section	Professor	Exam Date	Exam Time

- I have provided the necessary documentation (i.e. medical certificate) and have discussed this request with Student Affairs. I agree that this information can be forwarded to the Assistant Registrar - Records who will contact me with my revised exam schedule.

**Note:** A separate request must be made for both your December and April examinations.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date