

*of a disability or with
insufficient
documentation of a
disability*

		<p>procedures including retroactive accommodations;</p> <ol style="list-style-type: none"> 2. Register eligible students; 3. Review and assess all documentation submitted and develop appropriate academic accommodation plans in collaboration with eligible students; 4. Work with appropriate Faculty/School Office and instructors to address all accommodation cases; 5. Share accommodation plans with Faculty/School offices to ensure they can work with the student to implement the accommodations, and share relevant information with other departments within the university, when necessary, for accommodation purposes (e.g. Exams Office, ATC, SGS, etc.); <p>If a difficulty related to the implementation of an academic accommodation arises:</p> <ol style="list-style-type: none"> 1. Contact the educator or those persons acting on the educator's behalf, to find a workable solution for all parties; 2. If the situation can't be immediately resolved, refer it to the appropriate Faculty/School Office.
	<p><i>Educators</i></p>	<ol style="list-style-type: none"> 1. When preparing course materials, include the university's accommodation statement in all course syllabi. 2. When a QSAS accommodation letter is received from QSAS or from the student: 3. Implement academic accommodations detailed in the QSAS letter of accommodation. If there are any concerns or potential issues, consult immediately with QSAS;

		<p>required, respecting student privacy and confidentiality. This could include arrangements for field placements/practica and instructor plans;</p> <p>4. Engage with students, educators, graduate supervisors and QSAS, to help coordinate the implementation of complex academic accommodations, and retroactive accommodations as required, and help resolve issues;</p> <p>5. If necessary, ask students about accommodation needs to facilitate the accommodation process. It is never appropriate to ask a student about their specific disability or diagnosis.</p>
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Members of the Advisory Committee on Academic Accommodations 1. Act as a