

Academic Accommodation for Students with Disabilities
Recommended Protocol for Course Directors
Counselling & Disability Services (CDS)

1. Ensure the link to the [York Senate Policy on Academic Accommodation for Students with Disabilities](#) is included in all course outlines, or otherwise made available to students in all courses.
2. Review York Senate Policy, this recommended protocol, and “CDS Faculty Guidelines on Academic Accommodation for Students with Disabilities” with Teaching Assistants prior to the first day of class.
3. Discuss Senate Policy and Departmental protocol with students in the first week of class.
4. Make an announcement in the first week of class asking students with disabilities to submit Letters of Accommodation issued by CDS within the first two weeks of class or as soon as reasonably possible thereafter so that appropriate academic accommodations can be discussed and arranged.
5. Upon receiving a Letter of Accommodation, *in cases where there are multiple or more complex accommodation requirements, or where the Course Director suspects there may be a potential problem or dispute forthcoming*, it is recommended (but not required) that the Course Director draft a written statement indicating:
 - a. The ways in which the recommendations outlined in the letter will be met within the context of a particular course.
 - b. A clear justification/rationale for the denial of any accommodation request(s).In cases of straightforward accommodation requests such as extended time on a test this is not necessary.
6. The Course Director should explain the specific terms of accommodation in the course to the student and the written statement (if one is created) should be sent via e-mail to the student, copied to the student’s Disability Counselor in CDS.
7. Disputes regarding the terms of accommodation, or *potential* areas of dispute, should be brought forward and resolved in consultation with CDS *early in the course*. To resolve a dispute, it may be necessary to meet with the student and the student’s counselor. When disputes arise it is suggested that the Course Director notify the Undergraduate Program Director just as information.
8. If a dispute or issues involving academic accommodation can not be resolved in consultation with CDS, notify the Chair of the Department and/or Undergraduate Program Director (UPD) right away. If the Chair or UPD is unable to resolve the dispute satisfactorily, the Associate Dean or Dean should be consulted who will attempt to resolve the disagreement. At any point in the process, the [York University Centre for Human Rights](#) on campus can be consulted to help mediate the dispute.
9. It should be made clear to the student that retroactive accommodations typically are not permitted.
10. Keep records of all correspondence regarding academic accommodation.