

THOMPSON RIVERS UNIVERSITY

# ACCESSIBILITY SERVICES



THOMPSON  
RIVERS  
UNIVERSITY

Faculty of  
Student  
Development

# DUTY TO ACCOMMODATE

We support student who have disabilities or health conditions that impact their learning. Students with disabilities must be afforded an equal opportunity – in all activities offered in the campus environment including:

Equipment (i.e.  
computers)

Campus facilities  
(i.e. classrooms,  
labs, theatres)

People who  
provide services  
(i.e. faculty, staff)

Policies (admission,  
attendance,  
course load)

To the point of  
undue  
hardship

# A LOOK AT TRU

## According to the Canadian University Survey Consortium:

1

22% of students at TRU self reported a disability

2

12% reported their disability as Mental Health (over half)

3

Only 32% of those reported felt their disability required accommodations

Registered for Accommodations with AS	2015-16	2016-17	2017-18	2018-19
Total Full-time, Pre-Admin, and Open Learning Students	712	780	878	961
AS Advisor Appointments/ Inquires	1613	1829	3961	4242
Accommodated Exams	1104	1244	1369	1599

## ELIGIBILITY TO ACCESS SERVICES

- A diagnosis present
- Recent documentation (last 5 years) from certified health care professional who can diagnosis
- LD's require recent psycho-educational assessment or one completed using adult measures

# HOW ACCOMMODATIONS MATCH FUNCTIONAL IMPACTS

## FUNCTIONAL IMPACT

Short-Term Memory

Panic and Anxiety

Processing/Decoding

Pain

Fine motor/Written Output

Hearing Impairment

Episodic Mood Impact

## ACCOMMODATION

Cueing Sheet/Formula Sheet

Distraction Reduced and/or Altered  
Exam Environment

Extra Time

Stretch Breaks and/or Alteration of  
Exam Duration

Speech-to-Text Software

FM System/Captioning in Classroom

May miss class due to  
illness/Extensions on assignments

# TYPES OF DISABILITIES



**Mental Health (Anxiety, Panic, Bipolar, Depression)**



**Learning Disabilities (LD)**



**Chronic Medical Conditions (Arthritis, Cancer)**



**Sensory (Hearing/Visual)**

**Autism Spectrum Disorder (ASD)**

**Attention Deficit Hyperactivity Disorder (ADHD)**

**Other Neurological Disorders (ABI, FAS)**



**Physical/Mobility (Spina Bifida, Amputations, Paraplegia)**



THOMPSON RIVERS  
UNIVERSITY

#<date>#

**PLEASE NOTE: Information Contained in this Letter is Confidential**

Semester: [REDACTED]

Student Name: [REDACTED]

Student Number: [REDACTED]

[REDACTED]

[REDACTED] # is registered with Accessibility Services (AS) and is eligible for academic accommodations. As per [Board Policy 10-0, Academic Accommodation and Services for Students with Disabilities](#), recommendations regarding accommodations are based on professional medical documentation and the functional impact(s) of the student's disability. The provision of accommodation shall not lower the academic standards of TRU, nor shall it remove the need for evaluation or the student's responsibility to meet the essential learning requirements of their courses and programs.

[REDACTED] qualifies for the following accommodations:

**Exam Accommodations**

[REDACTED]

**Classroom Accommodations**

[REDACTED]

**Practicum Accommodations**

If applicable, the student and practicum instructor must negotiate a mutually convenient date/time to discuss appropriate practicum accommodations. Students and instructors may wish to consult with Accessibility Services at the beginning of the course to ensure that the accommodations match the learning environment.

**FYI**

[REDACTED]

**Student Responsibilities:**

- Students are strongly encouraged to speak confidentially with their instructors about their accommodations.
- If a course has any secondary instructors and/or practicum coordinators, students are encouraged to share a copy of their accommodation letter.
- Students must inform their AS Advisor if they add or drop a course or if they have any instructor changes.

- Students approved for **ongoing** accommodations must contact AS every semester to request that their accommodation letter(s) are sent out. If students would like to make any changes to their accommodations, they must connect with their advisor.
- Students with exam accommodations must book their exam(s) with our office before the [exam deadline](#) to ensure that they have access to their accommodations.
  - Courses being delivered in an online/alternate format:
    - For students taking classes in an online/alternate delivery format (excluding Open Learning courses) this semester, we ask that you book your exams with us online in order to **officially request** your exam accommodations through Accessibility Services. Please book your exams prior to the [booking deadlines](#) and indicate on the [online booking form](#) that your course is being offered “online”. Once we have the exam details, Accommodations Coordinators will be able to connect with you and your instructor(s) to ensure accommodations are implemented accurately in an online or alternate format.
    - Students are responsible for creating an exam environment conducive to their accommodation needs (e.g., distraction-reduced environment, appropriate ergonomics, approved assistive technology, etc.).
  - Courses being delivered on the Kamloops campus:
    - The AS Test Centre is **only available** to facilitate exams for students who are taking TRU courses that are being offered in-person on the Kamloops campus. Please book your exams prior to the [booking deadlines](#) and indicate on the [online booking form](#) that your course is being offered “in-person”. After booking you will receive an email with instructions and details about the COVID-19 protocols required to write in the AS Test Centre.

#### **Instructor Responsibilities:**

- Instructors are encouraged to speak **confidentially** with students about their accommodations.
- Instructors are responsible for following exam delivery requirements:
  - For courses being delivered in an online/alternate format:
    - Please ensure that approved accommodations related to exam scheduling or duration are implemented.
    - Please ensure that exams are delivered in an accessible format for students requiring assistive technology.
  - For courses being delivered on the Kamloops campus:
    - Please email your exam to [asexams@tru.ca](mailto:asexams@tru.ca) at least 24 hours (equivalent to one full business day) prior to the scheduled exam date.
- If instructors have any questions or concerns about accommodations regarding the demonstration of essential course requirements, they must discuss with the student and/or contact an Accessibility Services Advisor as soon as possible.

If you have any questions or concerns, please contact Accessibility Services at 250-828-5023 or [as@tru.ca](mailto:as@tru.ca).

Sincerely,



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