



## Student Accessibility Services (SAS) 2016-2017 Information for Instructional Support

### About Student Accessibility Services And This File

- This file is referred to as the “Yellow File”, and is meant to provide instructors and the teaching team with basic information regarding students with disabilities, SAS and the academic accommodation process.
- Use this file as a location for all correspondence related to student with disabilities.
- Student Accessibility Services offers disability-related services for students with disabilities, learning strategist and assistive technologist support, and other related supports.

### Library Accessibility Services (LAS)

LAS provides support to students and staff on obtaining accessible materials (e.g., textbooks, library materials).

- Visit the LAS website <http://library.mcmaster.ca/las>
- Instructors can refer to Alternate Education Resources Ontario (AERO) for potential textbook titles that exist in a print alternative format for access for students with disabilities. Please refer to the following link for reference when making course texts selection decisions: [www.alternativeresources.ca](http://www.alternativeresources.ca)

### Contact Us

#### Main Office

MUSC B107

E-mail: [sas@mcmaster.ca](mailto:sas@mcmaster.ca)

Phone: (905) 525-9140 ext. 28652

Skype: [sas.mcmaster](https://www.skype.com/people/sas.mcmaster)

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#### Testing Centre

Commons B104

E-mail: [sastests@mcmaster.ca](mailto:sastests@mcmaster.ca)

Test Drop-off/Pick-up: (905) 525-9140 ext. 24407

Test Administration: (905) 525-9140 ext. 27552

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#### SAS Website

<http://sas.mcmaster.ca>

#### University Accommodation Policy

<http://mcmaster.ca/policy/Students-AcademicStudies>

#### McMaster Accessibility Website

<http://mcmaster.ca/accessibility>

**NOTE:** Disclosure of disability-related information is personal and confidential. It is important not to ask students for their disability diagnosis. If students wish to disclose, they will do so on their own. Instructors cannot ask student for medical documentation related to their disability, nor can they ask for medical diagnosis in order to provide academic accommodations. Any student seeking academic accommodations for reasons related to a disability should be referred to SAS.

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### What can an instructor do to make the learning environment more accessible?

- Select text book titles where an accessible format is already available ([www.alternativeresources.ca](http://www.alternativeresources.ca))
- Be descriptive when teaching visually dynamic material (e.g. Math, Economics, Physics, etc.)
- Ensure that all teaching material is a simple text format for easy distribution and conversion to alternate format (e.g. Braille)
- Face the class when speaking; speak clearly and slowly without obstruction view of your mouth
- Be mindful of classroom accommodations and assist where appropriate (e.g. recording lectures, assistance with access to notes, reserved seating, use of hearing systems, etc.)
- Ensure that deadline dates and alternate evaluation accommodations, among others, are sorted out with student well in advance (e.g. flexible deadlines, alternate work, etc.)
- Consider academic accommodation or outside the classroom learning (e.g. labs, clinical or practicum courses site classes) and other members of the teaching team are prior to accommodations
- Offer to review draft work prior to final submission including ensuring course work instructions and expectations are clearly articulated
- Allow for flexibility in the learning environment to ensure that no student is excluded from learning because of the structure of learning or evaluation or because of the classroom setting itself

### Other Suggestions

- To help with the accommodation process, a good question to ask students might be “What can I do to assist you with your class work?”
- Questions regarding accommodations, academic issues related to a student’s disability, or any problem may be directed to SAS.
- Students may need to book class tests at times apart from when the class is scheduled to write. This may be due to limited resources and space within SAS or may be a result of limitations related to a student’s disability.
- It may be helpful to make available an alternate version of a class test or exam for situations in which students with disabilities need to write a test or exam at an alternate time.
- If Avenue to Learn is used for course support, it may be helpful to consult students on accessibility and ease of use.
- Accessible instructional design principles and practices will serve to meet the needs of students with disabilities in class, and help other students in the process.
- Following principles and requirements under the Accessibility for Ontarians with Disabilities Act will help meet the needs of all students. For more information please go to the following websites: <http://mcmaster.ca/accessibility>, <http://accessiblecampus.ca>, and <http://miietl.mcmaster.ca/>

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### Student Responsibilities

- Students must provide the instructor with a letter of accommodation on SAS letterhead, during office hours or by appointment as soon as the letter is issued  
OR, students can activate their accommodations with instructors via email through an online process.
- Upon activation of academic accommodations students are expected to follow-up with instructors in person to discuss specific details related to any or all academic accommodations (e.g. extensions on assignments, scheduling of class tests, etc.).
- Where necessary students are expected to consult with instructors on any issues related to course requirements and disability-related needs.
- Students needing to write term tests with SAS must book their tests with SAS a minimum of two weeks prior to the scheduled class writing date, and are expected to book their class tests with SAS at the same scheduled date and time for the class (where space and resources with SAS are available).
- Memory aids as an accommodation must be developed in consultation with the instructor prior to tests and exams, and are the responsibility of the students to initiate in advance discussion with instructors. For more information, see: <http://sas.mcmaster.ca/memoryaid>

### Instructor Responsibilities

- Provide notice to students (preferably in the course syllabus) of their obligation to initiate academic accommodations through SAS.
- Assist students with accommodation needs including access to course material (e.g., lecture materials, assignments, test/exams, etc.).
- Assist students with access to course management systems, labs, and tutorial content.
- Be familiar with the University's policy on Academic Accommodation of Students With Disabilities, available for viewing at: [mcmaster.ca/policy/Students-AcademicStudies](http://mcmaster.ca/policy/Students-AcademicStudies)
- Communicate with the Coordinator for Library Accessibility Services (extension: 26058 or [liblas@mcmaster.ca](mailto:liblas@mcmaster.ca)) for assistance with searching textbook titles in print-alternative format.
- When SAS administers class tests to students on your behalf, please respond to e-mail messages regarding scheduling and provide to SAS an electronic copy of a test a minimum of two days before the scheduled writing date.
- When SAS administers class tests to students on your behalf, completed tests must be collected from SAS within five business days.
- Instructor contact information must be provided to SAS to assist students with any test content inquiries or corrections.
- Where a memory aid is an approved academic accommodations for your course it is the instructors responsibility to ensure the students has submitted a proposed memory aid to you for your review and amendment within sufficient time that you can review and finalize for submission to either SAS directly (for class test) OR the Examinations Office (for final exams) a minimum of 2 days prior to the schedule test/exam date.
- It is the instructors responsibility to ensure that all members of the teaching team (e.g. TAs, course coordinators, lab coordinators, etc.) are aware of any and all academic accommodations related to a student and their function within the teaching team
- Instructors are strongly encouraged to consult with SAS regarding any concerns about any student arising from academic accommodations, and to consult the SAS website ([sas.mcmaster.ca](http://sas.mcmaster.ca)) particularly the faculty page

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### Academic Accommodation Activation Process

Two processes are available to students to activate their academic accommodations.

#### a) Printed Accommodation Letter

- Students can go online to the SAS website to print an accommodation letter
- Upon printing their letter a student should meet with you during office hours or by appointment to discuss details related to the activation of accommodations
- Instructors retain one copy of the letter to place in the yellow file
- Instructors sign the other copy, return to the student for delivery to SAS for official record

#### b) Online Notice to Instructors

- An email will be received with a link
- Click the link and sign-in with your MAC ID and password
- Review accommodations and confirm receipt
- Student should follow-up with you in person to discuss details related to implementing accommodations
- Where SAS determines an update to academic accommodations is warranted a second notice to instructors will be initiated by a student upon completion of an update. Instructors will be requested to again review and acknowledge receipt of the update
- NOTE: Updates can be initiated at any point in the term
- Any and all academic accommodation information for any student should be provided to all members of the teaching team each and every term
- Students must initiate notice of academic accommodation for each and every course each and every term

### The Most Commonly Accessed Academic Accommodations by Students with Disabilities

The following is a list of commonly accessed academic accommodations by students.

- Extra Time
- Rest between exams (24 hours, one day, one exam per day, two days, three days)
- Writing along or with group of 10 or 25
- Limited to writing at specific parts of day (morning, afternoon or evening)
- Require use of computer

**NOTE:** This is a basic list and may not apply to all individuals. For more specific information to accommodate specific students, please speak with the student, refer to the SAS website at [sas.mcmaster.ca](http://sas.mcmaster.ca), or contact SAS.

**DISCLAIMER:** The Student Accessibility Services website is the primary source of up-to-date information. Please refer to the Publications page on the website at <http://sas.mcmaster.ca> for updates to this document. This document was last updated: 09/01/2016