# Retroactive Accommodation Information

## What Are Retroactive Accommodations?

Retroactive accommodations are academic accommodations requested after the academic term has ended. These accommodations are considered under the McMaster’s Academic Accommodation of Students with Disabilities Policy and are guided by the principles outlined by the Ontario Human Rights Commission. Retroactive accommodations are typically considered when a student was unable to connect with Student Accessibility Services (SAS) or access formal support during the affected term due to the nature or onset of a disability. These accommodations are not guaranteed and are reviewed on a case-by-case basis.

### Example Scenario

A student experiences a significant medical episode for the first time during their first semester at university. At the time, they did not understand what they were experiencing and were unable to seek help. They are later hospitalized and diagnosed with a chronic medical condition. As a result, they failed their first-term courses. The student begins receiving treatment and later connects with SAS. They now wish to request retroactive accommodations for the term in which they were impacted.

*\*Please note these circumstances are only one example of why a student may pursue retroactive accommodations. If you are unsure if your circumstances are appropriate, we encourage you to meet with an SAS Program Coordinator.*

## How Are Retroactive Accommodation Requests Reviewed?

When reviewing retroactive accommodation requests, SAS will consider the following criteria:

### Medical Documentation

* What is the date of symptom onset?
* When did the student seek professional medical support?
* Can a regulated health professional confirm a diagnosed disability and speak to how it affected the student during the identified term(s)?

### Access to Services and Support

* Did the student reach out to SAS during or after the impacted term?
* Was the student receiving accommodations through SAS or any informal supports during that time?
* Was the student connected to any other campus or community services?
* Were there any barriers to the student receiving support?

### Disability Impacts

* How was the student’s participation or academic performance affected by the disability?
* Would SAS have been able to offer different accommodations if the student had been connected during that time?
* Can we observe the impact consistently across all courses?

### Additional Factors

* Are there other factors that need to be taken into consideration? Ie. stigma, barriers to access.

## Roles and Responsibilities

If you would like to initiate a Retroactive Accommodation Request, *you (the student) are responsible for:*

### Complete the Retroactive Accommodation Form

* + Indicate the academic term(s) and course(s) you believe were impacted. You may also include your preferred outcome.

### Gather and Submit Supporting Documentation

* + Provide documentation from a regulated healthcare professional confirming a diagnosed disability and outlining how it affected you (the student) during the identified term(s).
  + Optional, provide a written statement of experiences and disability related impacts during identified terms.

### Meet with Your SAS Program Coordinator

* + Schedule a follow-up appointment to review your submitted materials and participate in a functional assessment of how your disability impacted your academic participation/performance during the relevant terms.

*SAS is responsible for:*

### Reviewing Documentation and Gathering Information

* + Assess whether the submitted documentation confirms disability-related impacts during the requested term(s).
  + Review information provided in students' self-report/functional assessment.
  + Consult with the Faculty Office/campus partners as required.

### Communicating with the Student

* + Communicate the results of the internal SAS retroactive accommodation review and inform the student of the next steps. ​

### Communicating with the Faculty Office

* + Provide the Faculty Office with the Retroactive Accommodation Form for record keeping purposes and indicate next steps.

*The Faculty Office is responsible for:*

### Reviewing the Retroactive Accommodation Form and Determining Outcome

* + Review the retroactive accommodation request and determine how retroactive accommodations can be implemented, based on academic policies and regulations.

### Communicating with the Student and SAS

* + Notify the student of the outcome in writing and include the student’s SAS Program Coordinator in the communication.
    - If the student has not included a requested outcome on the Retroactive Accommodation Form, the Faculty will contact the student to discuss their options before proceeding with implementation.
    - If the Faculty's decision differs from the student’s requested outcome, they will consult with the student to obtain consent before proceeding with implementation.

### Implementing Retroactive Accommodations

* + Implement retroactive accommodations by making changes to the student record as required.

# Retroactive Accommodation Request Form

## Section 1: Student Information

Student Name: Click or tap here to enter text.

Student Number:Click or tap here to enter text.

McMaster Email:Click or tap here to enter text.

Academic Status: Choose an item.

Current Faculty/Program: Click or tap here to enter text.

## Section 2: SAS Information

SAS Program Coordinator Name: Click or tap here to enter text.

SAS Program Coordinator E-mail: Click or tap here to enter text.

Date of SAS Registration: Click or tap here to enter text.

## Section 3: Retroactive Accommodation Request\*

Please include… Faculty, Program: Term(s), Course(s), Grade

*Example:*

* *Science, Life Sciences Gateway: Winter 2025, PSYCH 1X03 (F)*
* *Health Sciences, Biochemistry: Fall 2025, BIOCHEM 2BB3 (D)*

Click or tap here to enter text.

Requested Outcome (optional):

Click or tap here to enter text.

*\*Please note that this information will be shared with the Faculty Office. Please do not include any disability/health related information*

## Section 4: Additional Documentation\*

Documentation completed by a healthcare professional confirming that there is a diagnosed disability and confirms the disability related impacts.

Written student statement of experiences/disability related impacts

during identified terms.

This is not required and can be discussed during the required follow up meeting with your SAS Program Coordinator

*\*Please note that these additional documents will not be shared with the Faculty Office.*

## Section 5: Consent

I verify that the information contained in this retroactive accommodation package is complete and accurate.

I acknowledge that the Faculty has final discretion over the outcome and implementation of any retroactive accommodation request, regardless of the student's request.

I understand that this retroactive accommodation form will be shared with the Faculty Office.



Student Signature:

## Section 6: SAS Review (Internal Office Use Only)

SAS confirms that there is a duty to accommodate via retroactive accommodations for the following terms/courses:

Click or tap here to enter text.

SAS Program Coordinator informed student that we will be moving forward with the retroactive accommodation process and confirmed the next steps. Faculty to fulfill roles and responsibilities for implementation as outlined in the Retroactive Accommodation Package.

SAS confirms that there is not a duty to accommodate via retroactive accommodations for the following terms/courses:

Click or tap here to enter text.

SAS Program Coordinator informed student that we will not be moving forward with the retroactive accommodation process and confirmed the next steps.

SAS Program Coordinator shared information about the Petition for Special Consideration Process.

Additional Notes:

Click or tap here to enter text.



SAS Program Coordinator Signature: