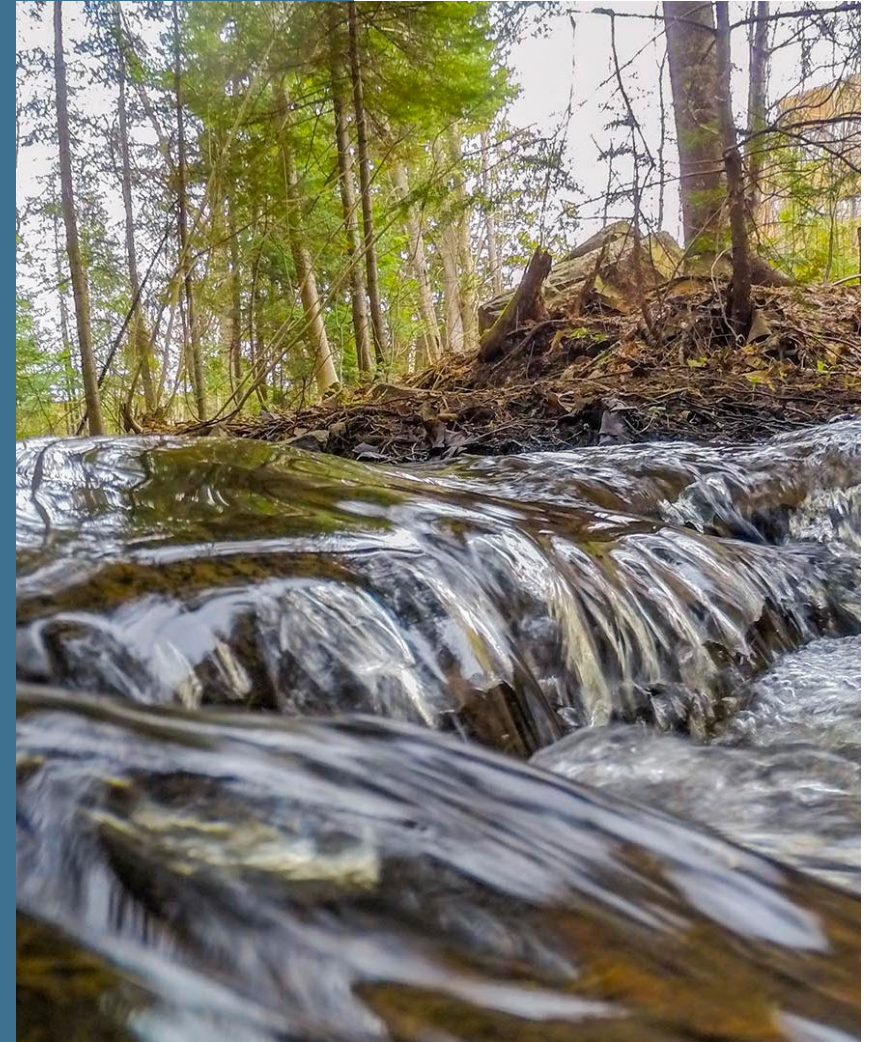# ACCOMMODATION PLANNING

Nipissing University SAS-Fall 2025

ACCOMMODATIONS OVERVIEW

Documentation	• Individualized Accommodation Plans (IAP) are specific to each student and are based on the supporting documentation provided to SAS.
Accommodations: Review and Confirm	• Each term, students must approve their accommodations in the [ClockWork Portal](). • Accommodations cannot be accessed until this is done. • Letters of Accommodation (LOAs)
BSWD	• Tutoring, Note-Taking, Equipment • Deadlines, Receipts, etc.
Policies	• Extensions on Assignment • Deferrals

QUALIFYING DOCUMENTATION

Documentation requirements are available on our website, and the following can be downloaded:

- SAS Medical Documentation form for Mental Health and ADHD
- SAS Medical Documentation form for Physical, Sensory, and Medical Disabilities

For Learning Disabilities:

A psycho-educational assessment completed by a registered psychologist or psychological associate when the student was at least 18 or within the last 4 years is required.

Always keep us updated on changes to your disability.

ACCOMMODATIONS: REVIEW AND CONFIRM

Letters of Accommodation (LOAs) provide faculty with a list of your approved accommodations and **must be approved each term, to have access to the following:**
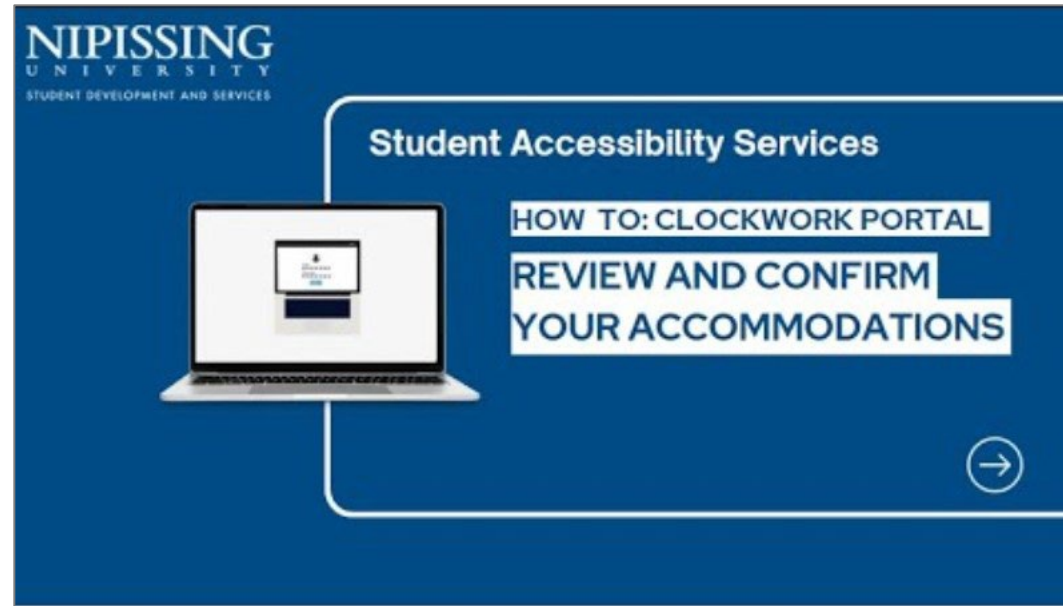
- scheduling your tests and exams in ClockWork*

- note-taking services (if applicable) through ClockWork*

- requesting textbooks in alternate format

- accessing any classroom and learning accommodations (ex. extension on assignments etc.)

*One-time SAS Agreement must be submitted to access this accommodation.

TIP: Add a reminder to your personal calendar to release your LOAs during the **first week of each semester.**

APPROVING YOUR LOA

(using the ClockWork Portal)

How to Review and Confirm your Accommodations (PDF)

SAS AGREEMENTS

(using the ClockWork Portal)

All students with Testing and/or Note-Taking accommodations must submit the associated SAS Agreement **This is a one-time step.**

Instructions:

In ClockWork, click "SAS Forms".

Select and review the agreement then submit.

You will receive a copy.

Detailed instructions: SAS Agreements via SAS Forms (PDF)

BURSARY FOR STUDENT WITH DISABILITIES (BSWD)

OSAP-eligible students can access BSWD funding to help pay for disability-related educational services and equipment needed to participate in post-secondary studies. To be eligible:

- You must have self-identified and be verified as having a permanent, persistent or prolonged disability with OSAP. **Completion of the Disability Verification form is required**.

- You must have applied for and are eligible for OSAP funding and have at least $1 in calculated need.

- You have disability-related educational costs for services or equipment required to participate in post-secondary studies (verified by medical documentation).

- You must be registered with Student Accessibility Services (SAS).

All requests for disability-related services or equipment must be assessed by a SAS Accessibility Consultant to ensure they meet requirements set out by the Ministry.

Contact your Accessibility Consultant to discuss your eligibility for specific items and services.

BSWD DEADLINES

FALL 2025

Friday October 20, 2025

- For students enrolled only in the Fall 2025 semester; or

- For students who are applying for a Fall 2025 semester course-specific service (ex. tutoring)

WINTER 2026

Friday February 23, 2026

- For students enrolled in only the Winter 2026 semester

- For students enrolled in both Fall 2025/Winter 2026 semesters

POLICIES

Your Accessibility Consultant will go over any policy information relevant to your accommodations. The following policies can also be found on our website by clicking "Policies and Forms":

Disability Related Absences

Extensions on Assignments Accommodation

Accommodated Testing Services

Memory Aid

Deferral of Tests and Exams

Note Taking

Recording Course Content

It is the student's responsibility to adhere to these policies and reach out for clarification.

EXTENSION ON ASSIGNMENTS

Each time a student identifies the need for an extension, they will meet with and/or email the professor as **soon as possible** to request this accommodation.

- This request must be made **NO LATER than 48 hours** before the due date (except in extenuating circumstances such as hospitalization).

- The Accessibility Consultant must be copied on any email related to a request to faculty.

- Students should provide a plan to complete the work within 5-7 days and include the anticipated submission date.

More details, including an email template, can be found in the Extensions on Assignments Accommodation Policy.

DEFERRAL OF TESTS/EXAMS

If a student is unable to writing a test/exam on the scheduled date, **they must be prepared to provide medical documentation to SAS to support their absence on that specific date.**

When the reason for the deferral request is disability-related, SAS can advocate for the student directly with the professor or Registrar's Office.

Students are not obligated to share any disability-related documentation with their instructors.

The Deferral of Tests and Exams Policy outlines the appropriate steps to take, depending on the reason for the absence.

REQUESTING A DEFERRAL

TESTS, MIDTERMS AND QUIZZES

OFFICIAL FINAL EXAMS

Disability-Related

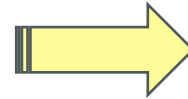- SAS will advocate for and reschedule an approved deferral.

Not Related to Disability

- Student must discuss a deferral with the professor.

- SAS will work with the faculty to reschedule an approved deferral.

- Students must follow the Nipissing University Exam Policy for Deferred Examinations.

- SAS will work with the Registrar's Office to accommodate SAS students who are approved to defer an exam.

COMMON CONCERNS (AND SOLUTIONS)

1. Managing the workload.

2. Feeling overwhelmed and/or falling behind.

3. Failing a class.

4. Courses or content being too hard.

5. Change and transitions, feeling lonely.

6. Support (MH and other disability-related needs).

- Mental Health & Wellbeing

- Student Learning and Transitions

- Peer Support (FA & WI)

- Academic Advising

- BSWD-related referrals