Bachelor of Science in Pharmacy
and
Bachelor of Science in Nutrition Program
University Of Saskatchewan
Disability Accommodation Procedures[1]

Approved by the College of Pharmacy and Nutrition
Faculty - March 18, 2013
Faculty Council – October 9, 2013

A. Document Purpose[2]

The purposes of this document are as follows:

1. To outline the procedures which students with disabilities, who are applying to the Bachelor of Science in Pharmacy (B.S.P.) or Bachelor of Science in Nutrition (B.Sc.(Nutr.) program or who are accepted into the one of those programs, are to follow regarding the registration of a disability.

2. To outline the process for the provision of accommodation in the admission process as well as the provision of accommodation in the classroom, laboratory and structured practice experiences or internship settings.

B. Reference Material

The College of Pharmacy and Nutrition Disability Accommodation Procedures have been developed based on the following two guiding policy documents:

- University of Saskatchewan Academic Accommodation and Access for Students with Disabilities Policy,
- College of Pharmacy and Nutrition Disability Accommodation Policy.

There are a number of essential skills and attributes associated with the professions of Pharmacy or Dietetics and the Pharmacy or Nutrition/Dietetics programs at the University of Saskatchewan. These skills and attributes are outlined in the following College of Pharmacy and Nutrition documents:

- *Essential Skills and Attributes Required for the Study of Pharmacy at the University of Saskatchewan.*
- *Essential Skills and Attributes Required for the Study of Nutrition/Dietetics at the University of Saskatchewan.*

To facilitate the process of disability accommodation, it is essential that individuals with disabilities familiarize themselves with the above mentioned document for the program they are in or wish to enter. Students who require assistance in interpreting and/or clarifying components of the Essential Skills and Attributes documents and/or the College of Pharmacy and Nutrition Disability Accommodation Policy document are welcome to contact the Associate Dean (Academic) of the College of Pharmacy and Nutrition.

C. Pre-Application Information

Students with disabilities who are concerned about the extent to which they meet the academic and/or technical standards of the Pharmacy and Nutrition admission process and/or programs are advised to contact Disability Services for Students (DSS) regarding their concerns. Pre-application advice that is given to students by DSS will be confidential and will be conducted independently of the College of Pharmacy and Nutrition.

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[1] Adapted with permission from the Disability Accommodation Procedures, Master of Physical Therapy Program, University of Saskatchewan, October 14, 2010

[2] The procedures as outlined in this document relate to the formal provision of disability accommodation.

Students with disabilities are also encouraged to contact the Associate Dean (Academic) of the College of Pharmacy and Nutrition regarding academic and/or technical standards of the Pharmacy and Nutrition admission process and the essential skills and attributes required for each program. Students with disabilities, who do not yet wish to disclose their disability to the College, can contact the Associate Dean in an anonymous manner such as via phone (versus in-person meeting).

D. Accommodation for Admission Process(es)

Selection for admission is based upon academic performance as well as performance on the Test of Critical Skills and on the Personal Profile. Students with disabilities are encouraged to review the information regarding the Test of Critical Skills and Personal Profile processes on the College of Pharmacy and Nutrition website. Students who have not received disability accommodation in the past are advised to contact DSS and/or the Associate Dean (Academic) of the College of Pharmacy and Nutrition.

1. Registration Prior to Admission:

Students with disabilities who anticipate the need for accommodation for the admission process(es) **must** be registered with Disability Services for Students and **must** have their disability verified and their potential accommodation requirements outlined by DSS.

- Current University of Saskatchewan students register directly with the U of S DSS office.
- Past students of the U of S (i.e. graduates with an NSID), must re-register with the U of S DSS office.
- Students applying from outside the University of Saskatchewan should consult with the U of S DSS office regarding appropriate registration procedures.

2. Admissions Accommodation Planning:

Given the unique requirements of the Pharmacy or Nutrition/Dietetics programs and professions (as outlined in the Essential Skills and Attributes documents) , all applicants to the Pharmacy or Nutrition/Dietetics program who have a documented disability (i.e. registered with DSS) and who **wish to seek accommodation for the admission process must** initiate the development of an accommodation plan for admission.

Upon receipt of a letter from DSS verifying their disability, students must contact DSS regarding the development of an accommodation plan related to the admission process. Once the student with disabilities has requested the development of an accommodation plan, the request will be submitted to the Pharmacy and Nutrition Admissions Disability Accommodation Team by DSS.

All applicants must meet prescribed deadlines for application to Pharmacy and/or Nutrition/Dietetics, without exception. Applicants who wish to have accommodation(s) for the admission tests, must request the development of an accommodation plan at the time of application; if an applicant does not make such a request, no accommodation can be provided.

A flowchart depicting the process for admissions accommodation is available. .

3.* Pharmacy or Nutrition/Dietetics *Admissions Disability Accommodation Team:

<u>3.1 Membership:</u>

- Manager DSS (or designate)
- Chair of the Academic Affairs Committee
- Additional Faculty Member of the AAC
- The applicant requesting accommodations [participation may be in person, or via teleconference or other electronic means]
- Other consultants as needed

- Student advocate as needed
- Administrative staff (recorder)

3.2 Mandate:

- To determine the feasibility of providing accommodation for the admission process.
- To ensure that appropriate individualized accommodation for the admission process is implemented.
- To monitor the accommodation plan, and modify it as appropriate.

Disclaimer: The Pharmacy and Nutrition Admission Disability Accommodation Team will simply assess the feasibility of a student with disabilities partaking in the admission process, given appropriate accommodations. Accommodation in the admission process **does not** imply that accommodation may be provided for the program in the event that a student is offered a letter of acceptance into either the Pharmacy or Nutrition/Dietetics program. The student does not need to attend the meeting, or may participate via telephone or other technology, if desirable.

E. Accommodation in the Program (includes academic settings such as classroom, laboratoryand practica involving structured practice experiences or internship placements).

1. Registration:

Students with disabilities who are accepted into either the Pharmacy or Nutrition/Dietetics program or who are currently in either the Pharmacy or Nutrition/Dietetics program, and who anticipate the need for accommodation for the academic and/or clinical components of the program **must** be registered with Disability Services for Students and must have their disability verified and their potential accommodation requirements outlined by DSS.

The College recognizes that the process of registration with DSS and the identification of accommodation requirements may take time, as such, the College has outlined processes (see section F). for providing provisional accommodation to students on a short-term basis when an acute need arises.

2. Program Accommodation Planning

Given the unique requirements of either the Pharmacy or Nutrition/Dietetics program (as outlined in the Essential Skills and Attributes documents), all students of either the Pharmacy or Nutrition/Dietetics program who have a documented disability (i.e. registered with DSS) and who **wish to seek accommodation** for either the Pharmacy or Nutrition/Dietetics program **must initiate** the development of an accommodation plan as soon as possible after admission for the first academic year or when a disability has been identified and the student has registered with DSS. Accommodation planning for subsequent academic years and for practical training or internship must be requested well in advance of each experience or rotation to ensure that any accommodations outlined in the plan may be arranged (e.g., at clinical sites.)

Upon receipt of a letter from DSS verifying their disability, students must contact DSS regarding the development of an accommodation plan related to the academic and practical components of the Pharmacy or Nutrition/Dietetics program. Once the student with a disability has requested the development of an accommodation plan, the request will be submitted to either the Pharmacy or the Nutrition/Dietetics Academic and Practica Disability Accommodation Team by DSS through communication with the associate Dean (Academic).

In the event that a student does not request the development of an accommodation plan, no accommodation can be provided.

A flowchart depicting the process for academic and clinical accommodation is available..

3. Academic and Practica Accommodation Team

3.1 Membership:

The following individuals must be members:

- Manager DSS (or designate)
- Associate Dean (Academic) College of Pharmacy and Nutrition (or designate)
- Coordinator Structured Practices Experiences Program (Pharmacy) OR Dietitians of Canada Course coordinator (or designate)
- Another faculty member (e.g., from Pharmacy or Nutrition)
- The student requesting accommodation

The participation of the following individuals may occur as needed:

- a recent graduate to reflect the student reality (no more than 2 years post-graduation)
- the Professional(s) who assesses the disability
- other consultants

and will be dependent upon one or more of the following:

- the urgency/timeliness of the meeting
- the accommodation needs of the student
- the meeting topic (e.g. initial versus subsequent monitoring meetings)
- the desire of the student.

3.2. Mandate:

- To ensure an accommodation plan is developed following an assessment that is consistent with either Pharmacy's or Nutrition/Dietetics' Essential Skills and Attributes document and bone fide occupational requirements of the profession.
- To ensure that appropriate individualized accommodation is implemented proactively as the student moves through the program
- To keep a record of all information regarding the request for accommodation. This includes: the nature of the accommodation granted, the dates of implementation, as well as any subsequent modification to the original accommodation
- To monitor the effectiveness of the accommodation at all stages of the academic and practicum/ clinical experience
- To determine whether further accommodation is reasonable in the case of a student who does not progress as expected

3.3 Meetings

- The committee should meet at least once per academic year to review the accommodation plan and make adjustments as needed. Additional meetings should be held as needed (e.g., after the commencement of practical training).
- The Committee may meet in the absence of the student, or the student may participate by telephone or other technologic means , if desired.
- The Accommodation Plan and minutes of all meetings should be kept in a confidential, separate file for each student in a secure place other than the regular academic file kept in the College Office. A 'summary' of accommodation decisions and plans, with all student identification removed, should be kept by the Associate Dean Academic, for the purpose of assisting other accommodation teams.

Disclaimers:

I. The College acknowledges that technologies are always being developed, adapted and improved; however, the Pharmacy or Nutrition/Dietetics Academic and Practica Disability Accommodation Team is only able to evaluate a request for accommodation given the technologies available at the time in which the request is being considered.

II. The College will make all reasonable attempts to accommodate a student with disabilities in the classroom, laboratory and clinical component of the program. However, given the nature of services and processes in the health care system, the College concedes that not all accommodations may be possible.

III. The timing of the accommodations may have the consequence that the normal time frame for completing the program is not met.

F. Provisional Accommodation Planning for Short-term or Acute Situations

The College recognizes that the process of registration with DSS and the identification of accommodation requirements may take time. For acute or short-term situations (e.g., an acute illness such as a broken arm, or when a disability is recognized part-way through the program), the following provisional accommodation procedures should be followed:

1. The student should contact the Associate Dean (Academic) to outline the situation and to request accommodation.

2. The Associate Dean may ask for medical documentation and will then consult DSS for advice regarding potential accommodations, or will grant accommodation, based on previous such requests.

3. It is expected that provisional accommodations will only be required for a few exams, or for a short time e.g. less than a few weeks). If the student will require accommodation in the longer term, procedures in section E will apply.

G. Procedure Review:

The College of Pharmacy and Nutrition Disability Accommodation Procedures will be reviewed by the Academic Affairs Committee, in consultation with Disability Services for Students, and modified as needed. The procedures will be reviewed annually for the first three years and biannually thereafter.

Approved by Academic Affairs Committee: December 3, 2012

Approved by Faculty Council: [date]