



Procedures for Accessibility & Academic Accommodations

Policy Reference	Accessibility & Academic Accommodations Policy
Contact	Learner Experience Coordinator
Last Updated	August 15, 2025

1. PURPOSE

To outline the procedures for students in the MPAS program to request and receive academic accommodations in accordance with the *Saskatchewan Human Rights Code* and University of Saskatchewan policy.

2. SCOPE

This procedure applies to all students who:

- Are considering applying to the MPAS program
- Have applied to the MPAS program
- Have been admitted into the MPAS program
- Are currently enrolled in the MPAS program

3. PROCEDURE

Step 1: Student Identification and Self-Referral

Students may be identified for accommodation in the MPAS program through the following pathways:

- The student is already registered with **Access and Equity Services (AES)** from a previous program and wishes to continue receiving accommodations. In this case, the student must initiate the process by contacting AES directly. *Note: Previous accommodation plans do not automatically carry over into the MPAS program.*
- The student self-identifies after being admitted or once enrolled in the MPAS program and contacts AES to begin the accommodation process.
- The student may be referred by the MPAS team (e.g., Learner Experience Coordinator, Academic Director, or teaching faculty) if concerns arise during the program and there is reason to believe accommodations may be helpful. This aligns with the program's **duty to inquire**.

MPAS students are informed of the availability of accommodations and the AES process through multiple communications, including:

- The letter of recommendation for admission from the MPAS program office

- The student welcome package (sent early in the summer prior to program start)
- The MPAS Student Handbook
- Email communication from the Learner Experience Coordinator
- Resources and Support information session during orientation week

Step 2: Registration with Access and Equity Services (AES)

Students must register with AES and provide appropriate documentation to determine eligibility. AES is responsible for reviewing documentation and confirming accommodation needs.

Step 3: Accommodation Planning

Once AES determines that accommodation is warranted, the MPAS program initiates planning through the Accommodations Planning Working Group.

This working group:

- Reviews AES documentation and recommendations (without receiving diagnostic information)
- Engages relevant academic and administrative stakeholders as needed
- Develops a feasible and reasonable accommodation plan aligned with program standards and the *Key Competencies and Essential Skills* document
- May create an interim plan while further assessment is underway

Students are provided with the opportunity to contribute to discussions and review draft plans. All documentation is kept confidential and separate from the student's academic record.

Step 4: Implementation of the Accommodation Plan

1. Once the accommodation plan is finalized by the Accommodations Planning Working Group, the student is responsible for distributing the plan to relevant instructors or preceptors.
2. The Learner Experience Coordinator and/or Academic Director supports the implementation of the accommodation plan across courses and clinical placements and may follow up with instructors or clinical leads as needed.
3. Specific logistical requests are shared only on a need-to-know basis, and no diagnostic or health information is disclosed.
4. The Accommodations Planning Working Group monitors the implementation process to ensure accommodations are in place and effective as the student progresses through the program.
5. Students may request adjustments or clarification of their plan at any time by contacting AES.

Exam Accommodations:

If a student has an approved exam accommodation:

- a. The student must contact the Learner Experience Coordinator to request accommodation for internal MPAS course exams and provide all required information.
- b. For external board/licensing exams, it is the student's responsibility to contact the external body directly, arrange the accommodation, and submit all necessary paperwork promptly.

Step 5: Monitoring and Review

Accommodation plans are living documents and may be updated throughout the student's time in the MPAS program.

- The Accommodations Planning Working Group may review accommodation plans periodically or in response to concerns.
- Students can request a review at any time through AES.
- If the student is not meeting expected competencies despite accommodations, the plan may be reviewed again to assess the need for modifications or additional supports.

Step 6: Program Progression and Limitations

While accommodations support student access and success, they must not compromise academic integrity, professionalism, or patient safety.

If a student is unable to meet the essential competencies of the MPAS program despite reasonable accommodations to the point of undue hardship, progression decisions will be made in accordance with the [Academic Expectations, Advancement and Promotions Policy](#). The student may be offered career counseling or support in exploring alternative pathways.

4. Confidentiality and Records

- All documents related to accommodation (e.g., plans, communications, meeting notes) are stored securely by AES and the MPAS Learner Experience Coordinator.
- Medical documentation is held exclusively by AES.
- Accommodation information is not part of the student's official academic record.

5. Appeals

If a student finds the accommodation was not followed or provided as per their accommodation plan, they should refer to the USask [procedures for appeals in academic matters](#). If the student has any questions or concerns about an accommodation decision made through the AES process,

these should be addressed first to AES staff for informal resolution, in accordance with the *University of Saskatchewan's Duty to Accommodate Policy, Section 5: Dispute Resolution Process*.

6. REFERENCES

These procedures have been created based on the following documents:

- College of Graduate and Postdoctoral Studies Academic Accommodations ([item 13.2](#))
- [*Key Competencies & Essential Skills and Abilities for learners in the Master of Physician Assistant Studies \(MPAS\) Program*](#)
- [*Doctor of Pharmacy and Bachelor of Science in Nutrition Program University Of Saskatchewan Access and Equity Accommodation Procedures*](#)
- Postgraduate Medical Education [*Procedure for Accommodation of Residents with Disabilities*](#)