

UNDERGRADUATE MEDICAL EDUCATION
SCHULICH SCHOOL OF MEDICINE & DENTISTRY
STUDENT ACCESSIBILITY SERVICES PROCEDURE

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Accommodation Process for Schulich Medical Students- Windsor campus

Students enrolled in the Schulich School of Medicine and Dentistry – Windsor Campus, are officially considered to be students at Western University, with affiliate status at the University of Windsor. Students with disabilities in the program who are seeking accommodation are therefore required to register formally with Accessible Education at Western University to receive their accommodations on the University of Windsor campus.

Students on the Windsor campus who require academic accommodation should be made aware that they must request accommodation through the Accessible Education office at Western. The process/procedure for these arrangements is as follows:

1. The student will reach out to the Windsor Learner Experience Office (LEO) Coordinator to share that they would like to take advantage of academic accommodations. The LEO Coordinator will share the process with the student and direct them to follow the process noted in the bullet, below:
 - The student will contact the Accessible Education Office, Western to begin the process of arranging accommodations. Students are advised to email aeu@uwo.ca to connect with an Accessible Education Counsellor. The Counsellor will have the student complete and sign an intake form that includes a privacy statement and release of information form allowing Accessible Education, Western and Student Accessibility Services, Windsor and the Schulich School of Medicine & Dentistry and specified others to communicate with each other in order to provide the student with appropriate services and accommodations. *In the absence of documentation of a disability*, the Accessible Education Counsellor will advise student of next steps.
2. With input from the student, the Accessible Education Counsellor, Western determines accommodations that will be recommended to the Manager, Learner Experience (Learner.Experience@schulich.uwo.ca) and the Learner Experience Coordinator, Windsor Campus (learnerexperience@uwindsor.ca). These will be brought forward for

consultation with the academic program for consideration. Any approved recommendations for accommodations will be communicated to appropriate personnel in the Learner Experience Office, Undergraduate and Windsor Campus offices and any other specific parties involved in the decision or provision of accommodations (as needed) who require this information. Documentation of a medical learner's accommodations approval will be entered in Schulich learner database (SAS) by the Learner Experience Coordinator, Windsor Campus and in their profile in the CHR system utilized by LEO.

3. The Learner Experience Coordinator will email Windsor Student Accessibility Services (sas@uwindsor.ca) to share that Western Accessible Education has recommended accommodations for a student and will pass along the noted Western documentation. The student will be required to complete an intake questionnaire to be officially registered at the university of Windsor campus at accessibility services. A counsellor with SAS will ensure the student are entered into the UWindsor system and their documentation is registered. It has been past practice at Schulich's Windsor Campus to accommodate students in their facility when possible, and this would be encouraged to continue within the accommodation parameters recommended by Student Accessibility Services, Western. Exam procedures will be explained to the student by Schulich Windsor Staff. If accommodations fall outside of what can be provided within the MEB, a consult between the LEO office and Student Accessibility Services Windsor would take place to ensure arrangements are made at the local campus.
4. Windsor Campus medical learners who wish to receive accommodations in subsequent years will connect with a counsellor at Accessible Education, Western by emailing aeu@uwo.ca prior to the start of each academic year to request continuation of accommodations.

OTHER CONSIDERATIONS:

If a student requires accommodations other than exam accommodations, Accessible Education, Western and Student Accessibility Services, Windsor will coordinate efforts to provide these services. For example, Accessible Education Western may arrange alternative format textbooks for Windsor students. If a student who is deaf or has a hearing impairment requires sign-language interpreters, real-time captioners and/or note-takers for classes, labs, etc., Student Accessibility Services, Windsor may make local arrangements and Accessible Education, Western would cover costs. Similarly, Student Accessibility Services, Windsor may make local arrangements for a psychoeducational assessment, and Accessible Education, along with Western's Student Financial Services, would arrange whatever bursary money may be available to the student. Accessible Education would process applications for the *Bursary for*

Students with Disabilities as this funding must be allocated by the institution at which a student is enrolled.