



Handbook for Students with Disabilities

**2023 – 2024
Academic Year**

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Welcome

Welcome to the Sakala Success Centre at Burman University!

Our goal is for your learning experience, while at Burman University, to be enjoyable, rewarding, and successful.

Therefore, our mission at the Sakala Success Centre is to provide learning strategies, assistive technology, and accommodations based on the “Duty to Accommodate” to help students at Burman University with documented disabilities overcome barriers to educational success.

Students with a confirmed diagnosis of a permanent disability by a professional in the field of the disability may register at the Sakala Success Centre. Students must provide documentation/assessment of their disability(s).

Disabilities Accommodated at Burman University Include:

- Acquired Brain Injury
- ADD/ADHD
- Chronic Medical/Systemic
- Deaf or Hard of Hearing
- Learning Disability
- Low Vision, Blind
- Mobility/Functional
- Psychiatric
- Other

Services Provided by the Sakala Success Centre:

- Planning for reasonable accommodations
- Advising regarding disability-related academic matters
- Assistance in accessing government funds for disability-related services or equipment
- Exam writing accommodations
 - Isolated setting
 - Extra time to write exams
 - Scribe/Reader for exams
 - Access to computer
- Note taking assistance
- Tutoring
- Academic Strategist support
- Assistive technology training and support
- Access to alternate format textbooks – where available
- Classroom accommodations

We wish you the richest of God’s blessings in your academic endeavours! We look forward to supporting you in achieving your goals.

Staff at the Sakala Success Centre

Elise Kruithof. MA, CCC
Director/Accessibilities Advisor
elisekruithof@burmanu.ca
403-782-3381 ext. 4208

Tamara van Rensburg
University Counsellor
tamaravanrensburg@burmanu.ca
403-782-3381 ext. 4149

Crystal Johnson
Office Manager / Accessibilities Liaison
cjohnson@burmanu.ca
403-782-3381 ext. 4141

Our department is located in the lower level of the Administration Building; the best entrance is under the clock tower. We also have a wheelchair ramp at this entrance to the building.

Service hours are 8:00 am – 5:00 pm Monday – Thursday & 8:00 am – noon Fridays

To schedule an appointment please contact Crystal at 403-782-3381 ext. 4141, email cjohnson@burmanu.ca or stop by the centre.

Introduction

Burman University will take reasonable steps to accommodate an individual's disability requirements in programs, services, facilities, and residence housing, provided that available resources exist, or, can be accessed or provided without undue hardship to the university.

The onus of responsibility starts with the individual to initially inform the University prior to attending or accessing programs, services, facilities, or residence housing. Availability of support resources and accommodation requirements will be reviewed and assessed on an individual basis.

Freedom of Information and Protection of Privacy

Information pertaining to a student's disability is protected under the PIPA guidelines. For more information, visit:

<https://www.servicealberta.ca/foip/>

For more information on related policies and procedures, contact the Sakala Success Centre at 403-782-3381 ext. 4208 or 4141 (FOIP and PIPA Helpdesk 780-427-5848)

Funding for Students with Disabilities – Canadians Only

If you are funded through Canada Student Loans, you may be eligible to access the Canada Student Grant as well as some specific provincial grant funding (see below).

- Canada Student Grant for Students with Permanent Disabilities up to \$4,000 per year (for education and living costs) and/or
- Provincial Student Grant for Services and Equipment for Persons with Permanent Disabilities (for disability related equipment and services) – up to \$8,000 per year (this amount is under review).

To obtain funding/supports for disabilities connect with the Accessibilities Liaison as soon in advance of the start of an academic semester as possible. An appointment will be arranged to discuss your options.

The key is to APPLY EARLY! The earlier you start this process, the better your chances of receiving your funding before you start school.

Arranging for Accommodations

The Director/Accessibilities Advisor will have the initial contact with a student with disabilities. Then a meeting will be set up with the Director/Accessibilities Advisor, the student and the Accessibilities Liaison to discuss all policy-related procedural issues, such as:

- Planning for reasonable accommodations
- Advising regarding disability-related academic matters
- Funding

Registering with the Sakala Success Centre for Accommodations

1. If you are a student with a disability, check the appropriate box on the Burman University application form.
2. Make an appointment with the Accessibilities Advisor and Liaison (Crystal Johnson) by calling 403-782-3381 ext. 4141.
3. During the meeting an Accessibilities Intake Form will be completed; keep all personal information updated, i.e. address, phone number, etc. with the Accessibilities Liaison.
4. For this initial meeting bring any necessary documentation of a learning disability assessment, or other disability(s) assessment(s). The documentation must be from a qualified professional – registered psychologist or registered member of a government medical association with specific training and expertise in the diagnosis and description of the condition(s) for which accommodation is being requested. The information required needs to confirm your diagnosis, permanency of disability, and recommendations for supports.
5. Sign a Release of Information Form to give the Accessibilities Advisor permission to communicate with the professional who wrote the report or the report must be mailed or emailed directly to the Director/Accessibilities Advisor from the professional who wrote the report.
6. Choose classes early and share your class schedule with the Accessibilities Liaison so you can work together to create a service/technology grant application required for government funding (this applies to Canadian students with Canadian federal and provincial student loans only).
7. Be aware of timelines for applying for government funding (funding can take up to 8 weeks for approval).
8. Be aware of timelines for alternate format of textbooks. The Accessibilities Liaison is available throughout the school year to assist you through this process.
9. Be aware of timelines for exam accommodations. Students must make arrangements for their tests and exams one week prior to tests and two (2) weeks prior to midterms and final exams. Failure to do this may result in the accommodation being denied.

10. Pick up your Letters of Introduction from the Accessibilities Liaison during the first week of classes in each semester.
11. Meet with your instructors within the first two (2) weeks of classes during the instructor's office hours as posted on the course outline. Introduce yourself, hand the Letter of Introduction to your instructor for his/her signature. Discuss how your disability or condition affects your studies and the accommodation(s) that may be necessary.
12. If needed, present to the instructor the Agreement to Record Lectures, for you and the instructor to sign, for recording their class lectures.
13. Activate your student email account and share your cell phone number with the Accessibilities Liaison. Please be aware that correspondence with the Sakala Success Centre will be done via text and your Burman University student email account.

Ongoing Arrangements

- Prior to each academic semester, set up an appointment with the Accessibilities Liaison to discuss your progress during the current semester and any revisions necessary in your supports for the coming semester. Please make appointments in advance by calling 403-782-3381 ext. 4141.
- Meet with the Accessibilities Liaison when needed (at least once per academic semester). Please make appointments in advance by calling 403-782-3381 ext. 4141.
- If you have arranged for academic accommodations, pick up your Letter of Introduction and Agreement to Record Lectures – where applicable, in the first week of each new semester, have your instructors sign it/them; then return it to the Sakala Success Centre.
- See the Accessibilities Advisor/Liaison if you have any concerns, are facing any barriers to your success at Burman University or if you would like to refer other students with disabilities.

Sakala Success Centre Assistive Services and Resources

Support Services at Sakala Success Centre

- Study Skills Workshop
- Note-taking strategies
- Test-taking strategies
- Time Management Workshop
- Stress Management
- Dealing with Anxiety

Exam Accommodations

Exam accommodations may include:

- Isolated setting
- Extra time to write exams
- Reader and/or Scribe
- Access to a computer

Procedure for Booking Exam Scribes and/or Readers:

- 1.) Students requiring exam scribes and/or Readers will be responsible for the following steps:
 - a.) Contact the Sakala Success Centre to schedule a scribe and/or reader.
 - b.) Ensure that exams are written within the specified time slot as arranged with the professor.
 - c.) Inform Disabilities Liaison within 24 hours of any cancellations. (Failure to show up to write exam will require the student to compensate the scribe and/or reader for time missed.)
- 2.) Book all exam accommodations with the Accessibilities Liaison, at the Sakala Success Centre two (2) weeks prior to the exam.
- 3.) If a student's accommodation recommendations suggest a reader, scribe, extended time or isolated setting for their exams, but they choose not to have one they are responsible to notify the Accessibilities Liaison two weeks prior to the exam.

Tutoring

Tutor services, as recommended by your assessment agent, will greatly improve your success as a university student. If there is an issue with an arranged tutor contact the Sakala Success Centre Accessibilities department to rectify this issue as soon as possible. It is the student's responsibility to meet all scheduled tutoring sessions; and if unable to meet to give the tutor ample notice and reschedule if needed. Tutoring is available for the following areas:

- English
- Statistics
- Others as requested/needed
- Mathematics
- Sciences

Note Taking

Note Takers are recruited from the class you are attending. The Accessibilities Liaison will make appropriate arrangements for delivery of notes to you, the student. Note taking with the understanding that I will **attend** and be **attentive** in all classes. If there is an issue with the note taker I will contact the Sakala Success Centre Accessibilities department to rectify this issue as soon as possible. If you make a habit of skipping class your note taker has been instructed to terminate sharing notes; to re-instate note

sharing, you will need to prove to the Accessibilities department that you will faithfully attend the class to the end of the term.

Alternate Format Materials

The Accessibilities Liaison will arrange for pdf format of textbooks as needed/as available. This process can take two – three weeks and the student is required to provide proof of purchase the hard copy. Some students qualify for funding for software, such as Read and Write Gold, with text to speech capabilities to assist in literacy issues.

Additional Assistive Services

Classroom Support

Some students with disabilities require in-class aids. This may mean the use of assistive devices (i.e. audio recorder, electronic spellchecker, or the use of a personal aide or interpreter, etc.).

The Accessibilities Advisor, Liaison and professors will work together with the student in the coordination of classroom support.

Other Services on Campus

Sakala Success Centre

- Personal counselling
- Career counselling
- Mental Health & Wellness Training
- Standardized Testing

Burman University Library

- Interlibrary loans available for resources (i.e. audio taped books, large print resources, etc.)
- Audio format of a large number of journal articles in library data bases.



Burman University
Accessibilities Check List

Sakala Success Centre
Lacombe, AB
Tel: 403-782-3381 ext. 4141
Fax 403-782-4107

Accessibilities Checklist

When applying to Burman University before your first semester:

2 - 3 months before classes begin:

Check the appropriate box on the application form to indicate that you are a student with a disability and you would like someone from the Sakala Success Centre to contact you.

- See an Academic Advisor in the Registrar's Office to obtain assistance with your program planning and course selection.
- Make an appointment to meet with the Disability Advisor by calling 403-782-3381 ext. 4141.
- Bring in documentation of, a learning disability, or documentation of any other disability(s) from a qualified professional (i.e., Chartered Educational Psychologist or qualified Medical Professional). The assessment should have been completed and dated no longer than five (5) years prior to applying to Burman University. If you do not have current documentation, we can provide an assessment once you arrive at the university. Documentation must include recommendations of academic accommodations or other supports to assist you in your studies, such as:
 - Assistive Technologies
 - Alternate format of text books
 - Exam accommodations (i.e. extra time, isolated setting, computer).
 - Exam scribe
 - Exam reader
 - Note taking
 - Tutor
 - Other
- Participate in the process of determining reasonable and appropriate accommodations for your program of study.
- Sign a Release of Information Form so that the Accessibilities Advisor and Liaison can communicate with the appropriate personnel to set up your services.
- Complete Student Service Plan for Canada Student Grant(s) (Schedule 4 for Albertans) funding as recommended by the Accessibilities Liaison.

- Make arrangements for Alternate Format of textbooks before semester begins. You are responsible for confirming your textbooks with your instructor and purchasing them at the bookstore.

In the first two weeks of the semester:

- If you have requested and been approved for academic accommodations through the Accessibilities Advisor and/or Liaison, follow these steps:
 - Arrange with the Accessibilities Liaison to complete the Letter of Introduction for your professors.
 - Take the letters to each instructor.
 - Ask each instructor to sign the letters, after discussing the requested accommodations with him/her.
 - Return the signed letters to the Sakala Success Centre in a timely fashion.

Ongoing:

- Prior to each academic semester, set up an appointment with the Accessibilities Liaison to discuss your progress as well as any revisions necessary in your current supports. You will also complete the necessary Letters of Introduction for your professors
- Connect with the Accessibilities Liaison as needed for support and to make exam arrangements
- See the Accessibilities Advisor if you have any concerns, are facing any barriers to your academic success, or if you would like to help other students with disabilities.

Release of Information Form



Release of Information Form

**Sakala Success Centre
Burman University
Lacombe, AB
Tel: 403-782-3381 ext. 4141
Fax 403-782-4107**

I, _____ give permission to the Sakala Success Centre at Burman University to release and/or obtain information with my instructors for the purposes of aiding me in my studies, while enrolled at this institution. I also give the Sakala Success Centre permission to release and/or obtain information with the Provincial/Federal Government for the purpose of processing my Canada Student Grant(s).

I understand that I may revoke this release in writing at any point.

Name of Student – Please print

Signature of Student

Name of Disabilities Advisor/Liaison

Signature of Disabilities Advisor/Liaison

Date

Letter of Introduction



Burman University Letter of Introduction

Sakala Success Centre

Burman University

Lacombe, AB

Tel: 403-782-3381 ext. 4141

Fax 403-782-4107

Dear _____

Date: _____

CC: Dean of Division & Student's Faculty Advisor

Re: _____

Course: _____

This is to confirm that the above-named student is eligible for accommodations at Burman University as per the (psychologist, date)

The *Alberta Human Rights, Citizenship and Multiculturalism Act* establishes a duty to accommodate persons with disabilities. Guided by this mandate and Burman University's *Policy for Students with Disabilities*, the Sakala Success Centre provides support services to assist students with disabilities in achieving their academic goals. We, at the Sakala Success Centre, liaison between students and their instructors regarding accommodations.

In consultation with a registered psychologist or registered member of a government medical association with specific training and expertise in the diagnosis and description of the condition(s) for which accommodation is being requested, certain accommodations are required for this student in accordance with his/her distinct needs and in a manner consistent with academic principles. These accommodations are intended to remove barriers to learning at Burman University, and enable _____ to demonstrate his/her mastery of the course while maintaining the academic standards and objectives of the course.

Accommodations required for this student related to the classroom include:

- In-class scribe/note-taker
- Exam Arrangements
- Assignment Deadline Extensions
- Other: Digitally Record Lectures – N/A

Exam accommodations, due to COVID-19 restrictions, will require the professor to administer any exams-including the final, using the platform of his/her choice, and allowing for extended time as indicated in the following Exam Accommodations list. Most students require a quiet, distraction –free zone during test administration, the student will make this arrangement in the privacy of their own living space. To reduce anxiety, please make _____ aware of your agreement with these accommodations as soon as possible. In special cases Crystal can be available to video proctor exams.

Exam Accommodations:

- Time and a half for exams
- Double time for exams
- Exams in a quiet setting
- Exam reader/scribe
- A computer- where applicable
- Adaptive technology _____
- Alternate format (e.g., large print)

You can speak to _____ in greater detail about his/her particular issues in regard to this request.

Thank you for your cooperation. If you require further information in terms of how to accommodate this student in the classroom or if you have any other questions, please contact Crystal Johnson at 403-782-3381 ext. 4141.

Sincerely,

Elise Kruithof MA, CCC
Burman University
Disabilities Advisor

P.S.

We will email you a copy of this letter for you to keep for your records.

Please sign and date below before returning it to our office.

I have read and acknowledge the academic accommodations that are required for _____.

Instructor's Signature

Date

Agreement to Record Lectures



Agreement to Record Lectures

Sakala Success Centre

The *Alberta Human Rights, Citizenship and Multiculturalism Act* establishes a duty to provide reasonable accommodations to student's with documented disabilities and may not deny equal access to the university's programs, courses and activities. Audio recording lectures is a reasonable accommodation and falls under the mandate of Burman University's *Policy for Students with Disabilities*. The need for this accommodation will appear in the Letter of Introduction provided to professors near the beginning of the semester.

Classes that Involve Student Self-Disclosure:

Some classes involve personal discussion and self-disclosure by students. Some professors may fear that audio recorders will inhibit the free exchange of information and potentially violate student's right to privacy. However, because the use of a recording device is necessary to remove barriers to learning it would be unfair to require the accommodated student to stop recording while allowing other students to continue taking notes. Therefore, at the discretion of the instructor both note-taking and audio-recording may be prohibited during classes or portions of classes which involve person discussion and self-disclosure.

We, at the Sakala Success Centre, liaison between students and their instructors regarding accommodations. This accommodation will enable _____ to demonstrate his/her mastery of the course and still maintain the academic standards and objectives of the course.

Terms for Agreement to Record Lectures:

1. I understand that because of my disability I have the right to record class lectures for personal study in _____ (Class title and number).
2. I understand that the recording is intended for my appropriate use as a student, and for no other purpose. Therefore, I may not share the audio recording with my fellow students or anyone else.
3. I understand that information contained in the recorded lectures is protected under federal and international copyright legislation, and may not be published or quoted without the professor's explicit consent and without properly identifying and crediting the professor.
4. I understand the recorded lectures will be permanently deleted upon completion of the semester in which it was recorded.
5. I understand that violating this agreement may result in the withdrawal of the authorization to record lectures.

I have read, understand and agree that I will follow the terms of this agreement in accordance with the spirit of the policy.

X

Student Signature

Date

X

Professor's Signature

Date

Fall Semester Academic Schedule for 2023/2024

Fall Semester

Aug 28 – Sept 2 CUE Quest for all new students
September 4 Labor Day – University is closed
September 5 Classes begin

½ Term Course Information

Sept 5 – 8; Oct 23 - 26 - 100% Tuition Refund in effect
Sept 7; Oct 25 - Last day to add any 1/2-term course
Sept 11; Oct 27 - Last day to drop without entry on permanent record
Sept 19 - Oct 3; Oct 27 – Nov 2 - 75% Tuition Refund in effect
Sept 16 – 26; Nov 3 - 13 - 50% Tuition Refund in effect
Oct 5; Nov 24 - Last day to withdraw without incurring F grade on permanent record
October 23 - 2nd ½ Term Classes Begin

Full Term Course Information

September 5 - 18 - 100% Tuition & Mandatory Fee Refund in effect
September 11 - Last day to add full term courses or change from credit to audit or audit to credit
September 18 - Last day to drop without entry on permanent record
Sept 19 – Oct 3 - 75% Tuition Refund in effect
October 4 - 30 - 50% Tuition Refund
October 20 - Mid-point of term
October 27 - Mid-Term Grades due
November 16 - Last day to withdraw without incurring F grade on permanent record
December 21 - Final Grades Due

September 11 - 16 - WISE (Week in Spiritual Emphasis) look for adjusted class schedule
September 21 - Serve Lacombe Project, no afternoon classes
September 30 - National Day for Truth and Reconciliation, no classes
October 9 - 10 - Thanksgiving Day/Reading day, no classes
November 11 - Remembrance Day
November 14 - Last day to apply to reschedule a final exam
November 15 - Last day to apply for S/U grade for full term course

December 5 Last Day of Classes
December 6 Reading Day
December 7-8, 11-14 Fall Term final examinations
Dec 15 – Jan 7 Christmas Break – Dorm Closed

*Dates are subject to change

Winter Semester Academic Schedule for 2023/2024

Winter Semester

January 8	- Classes begin
<i><u>½ Term Course Information</u></i>	
Jan 8 - 11; Feb 28 – Mar 4	- 100% Tuition Refund in effect
Jan 10; Mar 1	- Last day to add any 1/2-term course
Jan 13; Feb 5	- Last day to drop without entry on permanent record
Jan 12 - 18; Mar 5 - 11	- 75% Tuition Refund in effect
Jan 19 – 29; Mar 12 - 20	-50% Tuition Refund in effect
February 28	- 2 nd 1/2 Term courses begin
Feb 7; Apr 5	- Last day to withdraw without incurring F grade on permanent record
<i><u>Full Term Course Information</u></i>	
January 8 – 19	- 100% Tuition & Mandatory Fee Refund in effect
January 12	- Last day to add full term courses or change from credit to audit or audit to credit
January 19	- Last day to drop without entry on permanent record
Jan 20 - Feb 5	- 75% Tuition Refund in effect
Feb 6 – Mar 6	- 50% Tuition Refund
February 27	- Mid-point of term
March 5	- Mid-Term Grades due
March 26	- Last day to withdraw without incurring F grade on permanent record
January 22	- Applications accepted for April 2023/24 graduation
February 19 - 23	- Family Day/Reading days
March 22	- Last day to apply to reschedule a final exam
March 25	- Last day to apply for S/U grade for full term course
April 2	- Last date to apply for 2024/25 Graduation with no fee
Mar 29 – Apr 1	- Easter/Reading Days
April 15	- Last Day of Classes
April 16	- Reading Day
April 17 - 19, 22 - 24	- Winter Term final examinations
April 26 - 28	- Graduation Weekend
May 3	- Final Grades due

*Dates are subject to change