

Policy on Accommodations

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This policy applies to: *This policy applies to all students in MDiv year 3 and Dip. Min., faculty, and staff of the Montreal School of Theology.*

Other related policies:

Summary of policy: *Focuses on making all reasonable accommodations in order to achieve an equitable educational experience for students with disabilities at the Montreal School of Theology.*

1. Preamble

Montreal School of Theology, an educational consortium of three colleges associated with McGill University, is committed to providing an open, accessible, and equitable learning environment for all of its students. It will endeavor to make all reasonable accommodations in order to achieve an equitable educational experience for students with disabilities at the Montreal School of Theology.

Removal of attitudinal and physical barriers is a cooperative effort necessitating the commitment of staff, students, and faculty to their varied roles and responsibilities.

It is understood that the colleges of the Montreal School of Theology adhere to the commitments and practices of this policy.

2. Scope

This policy applies to all students in MDiv year 3 and Dip. Min., faculty, and staff of the Montreal School of Theology.

3. Definitions

3.1 “Appropriate documentation” means verifiable documentation provided by a licensed professional with the expertise and capacity, that demonstrates the presence of a disability.

3.2 “Disability” means:

Any impairment, including a physical, mental, intellectual, learning, communication or sensory impairment — or a functional limitation — whether permanent, temporary or episodic in nature, or evident or not, that, in interaction

with a barrier, hinders a person's full and equal participation in society (taken from Federal Bill C-81, An Act to ensure a barrier-free Canada).

3.3 "Director" means the Director of the Montreal School of Theology.

3.4 "Registrar" means the Registrar of the Montreal School of Theology.

4. Policy

4.1 Admission

All qualified applicants are considered without discrimination for Montreal School of Theology's programs. The level of support services required by an applicant is not a factor in the admission decision.

4.2 Support Services and Accommodations

Students with disabilities have the right to reasonable accommodation, including the right to support services as and when possible. This determination is made by the Director in consultation with the student and the Registrar based on the appropriate documentation provided by the student. The Director with the consent of the student may seek advice from third parties on appropriate accommodations.

The student may submit official documentation of previously-established accommodations from McGill University if these are available.

Reasonable accommodations will be made to ensure that students with disabilities receive the support they need in order to complete the academic and non-credit requirements of their program.

4.3 Responsibilities of the Director

The Director is expected to:

4.3.1 Oversee the process for all requests for accommodation

4.3.2 Make determinations of reasonable accommodations in good faith in consultation with the Registrar and students requesting accommodations.

4.3.3 Collaborate as necessary to ensure that these accommodations are put into place

4.3.4 Ensure that information provided in support of a request for accommodation is kept strictly confidential in accordance with the Privacy Policy of the Montreal School of Theology

4.4 Responsibilities of the Registrar

The Registrar is expected to:

4.4.1 Respond in a timely manner to all requests for accommodation

4.4.2 Engage in good faith with assessment and determination of reasonable accommodations for individual students

4.4.3 Collaborate as necessary to ensure that these accommodations are put into place

4.4.4 Ensure that information provided in support of a request for accommodation is kept strictly confidential in accordance with the Privacy Policy of the Montreal School of Theology

4.5 Responsibilities of Students

Students seeking disability-related accommodations are expected to:

4.5.1 Make timely and formal requests to the Registrar for any disability-related accommodations, as well as for adjustments to previous accommodations. Ideally, such requests should be made following admission to the M.Div or Dip.Min. and before the beginning of any courses and the field placement.

4.5.2 Provide relevant, recent, and appropriate documentation in support of their request

4.5.3 Engage in good faith in the process for establishing accommodations

4.5.4 Engage in an appropriate level of self-advocacy

4.6 Responsibilities of Faculty

Professors and course instructors are expected to:

4.6.1 Refer any student requesting disability-related accommodations to the Registrar

4.6.2 Collaborate in good faith with established accommodations

4.7 Determination of Reasonable Accommodations

While committed to creating an open, accessible, and equitable learning environment, and to providing reasonable accommodations to students with disabilities, such commitment cannot guarantee academic success to all students, nor can it mitigate all potential problems and discomforts that a student might normally encounter in the course of their program.

The determination of what constitutes reasonable accommodations will be completed on a case-by-case basis, taking into consideration the particulars of each case, any relevant institutional constraints, and the need to uphold the academic integrity of the programs of the Montreal School of Theology.

Determination of reasonable accommodations is made by the Director in consultation with the student and Registrar. In the determination of reasonable accommodations, Montreal School of Theology may consult with a third-party as needed and with the consent of both parties. This determination will be communicated to the student in writing.

4.8 Grievances

Should a student disagree with the determination of reasonable accommodations made by the Director, they may appeal in writing, within ten (10) business days to the Academic Committee of the Montreal School of Theology and must include a signed authorization to share the

appropriate documentation with the Academic Committee. The Academic Committee shall consider the appeal and make a determination within ten (10) business days. The meeting of the Academic Committee at which the appeal is considered will be chaired by someone other than the Director. The decision of the Academic Committee is final.