

## Formal Complaint: Fundamental Alteration Process

### Accommodation Review Committee

AEC Director or designee will gather a committee of objective persons who collectively are knowledgeable about the academic area, any related licensing requirements, any applicable accreditation for the course of study, the student's disability, and accommodation methods. The committee should not be limited exclusively to individuals from the department that provides the course or program. The committee shall be comprised:

*Due to the academic and pedagogical nature of the decision, the AEC representative will serve as an expert and consultant and will not have voting privileges. The Dean shall act as the chair of the committee.*

1. Dean of the college or designee for the course in question
2. AEC Director or designee
3. Department chair and
4. A faculty member for the course in question (not the instructor objecting to the accommodation(s))
5. A faculty member from outside of the department
6. A student representative

The committee must:

- Identify the objective of the requirement, taking into consideration the information provided by the instructor, program or department concerning essential requirements, including curriculum approval or course creation documents. The committee will ensure that the requirement is based not on tradition or routine practice without a direct connection to essential requirements.
- Consider whether the requirement is consistent with similar programs at other educational institutions, and with relevant national and expert guidelines; and whether there is any unique justification for a requirement that is not generally adopted by other educational institutions.
- Consider information provided by the student relevant to determining whether notice of the essential requirement in question has been provided to the student and whether the accommodation requested by the student would invalidate the objective of the requirement.
- Determine whether the accommodation requested by the student would invalidate the objective of the requirement. If not, the accommodation will be implemented.

If the requested accommodation would invalidate the objective of the requirement, the committee (or designated members) will promptly and diligently search for alternate accommodations in consultation with the faculty member, AEC, and the student.

The committee must also address the following:

- Are there alternate ways that the student can acquire or demonstrate mastery of the material that would meet the same fundamental objectives of the course or program?
- Have we diligently searched for potential alternatives?
- Have we included all the necessary people in this search?
- Have we identified whether other post-secondary institutions have identified alternatives that achieve the objectives of the College without fundamentally altering requirements?