

Student Accessibility Services (SAS) Service Agreement

This document provides informed consent for participation in services offered by Nipissing University's Student Accessibility Services (SAS). SAS supports accessibility in university studies by identifying, preventing, and removing disability-related barriers and by providing corresponding educational accommodations and services. Participation is voluntary; you may choose to end services at any time or decline to agree to this form.

Student Responsibilities & Acknowledgements

Students are expected to actively participate in the accommodation process. Without your engagement, we are unable to provide you with accommodations.

- I understand that SAS provides accommodations only within Nipissing University learning environments.
- I will provide SAS with recent documentation that verifies my disability status and provides detailed information on the functional impairments/barriers I face in the learning environment.
- I will actively participate in the development of my academic accommodation plan.
- I understand that accommodations provided are based on my functional impairments. This may not match my accommodation preferences or specific recommendations from my health care practitioner.
- I understand that accommodations provided may differ from what is written on my LOA as accommodations are adapted to different academic circumstances.
- I am responsible for completing any required steps to arrange, activate, or access my accommodations as communicated by SAS.
- I am responsible for appropriately using my approved accommodations within my academic environment when they are needed
- I will contact SAS to book appointments, notify SAS if I cannot attend an appointment, and reschedule if needed.
- I will provide updated documentation when requested.
- I will tell SAS if I have problems accessing accommodations, if my accommodations are not sufficiently meeting my needs, or if there are changes in my courses/program.
- I will review and confirm my accommodations with SAS each semester through the Clockwork Portal.
- I will use all accommodations responsibly and adhere to university academic integrity policies.
- I will adhere to SAS procedures and deadlines, including those listed on the website www.nipissingu.ca/sas

Collection, Use and Retention of Personal Information

The SAS team retains records for students who participate in services. Personal information is collected as necessary to provide services and maintain accurate records. Records are maintained for a minimum of seven years following the students' last contact with SAS and may be destroyed at the discretion of the University after that time. Aggregate data may be used for planning, reporting, administrative, educational, or research purposes.

Confidentiality of Personal Information

SAS works with others at Nipissing University to coordinate accommodations, supports, referrals, and services. By agreeing to this form, students consent to sharing information between appropriate Nipissing University staff and departments where necessary for service provision or referral to internal University supports.

SAS will only release personal information to **external** parties with consent, or otherwise in accordance with the applicable law. In some situations, the SAS team may be required by law to disclose information, without consent, to authorities in or outside Nipissing University. These rare situations may include, but are not limited to, the following:

- If disclosure is considered necessary, to eliminate or reduce a significant risk of serious harm to yourself or others.
- If you reveal a case of apparent or suspected abuse or neglect of a child (who is under the age of 18 at that time)
- If you report maltreatment by a helping professional or health care provider
- If disclosure is required to comply with a summons, subpoena, court order, statute, or regulation, or for the purpose of legal proceedings, or contemplated legal proceedings, in which information relates to or is a matter in issue in the proceeding or contemplated proceeding.

In the above cases, we do not require your consent to share the information necessary to enhance your and others' safety. In some cases, this may include contacting emergency services and/or your emergency contact.

Testing Accommodations

If you receive SAS Testing Accommodations the following will apply to you:

Booking In-Person Testing

- By the posted deadlines, I will book on-campus tests and review my test schedule in ClockWork.
- I will contact SAS as soon as possible about disability-related conflicts, booking issues, pop quizzes, or similar assessments.
- If I miss the booking deadline, my late request will be considered on a case-by-case basis. If not approved, I may be required to write with the class, and missing the deadline is not grounds for deferral.

Participating in In-Person Testing

I agree to follow all SAS Testing Centre Participation Expectations. Available on the following [SAS Procedures website](#).

SAS may need to make alternate testing arrangements on my behalf, which may result in a different date/time than originally scheduled.

- My professor may only be available during original class time.

- I may be seated outside the SAS Testing Centre and my student number may be publicly posted for wayfinding.
- If I arrive late, I will not receive extra time to compensate. After 30 minutes, I will be unable to write my test unless my professor provides permission.
- I am responsible for reporting accommodation, health, or technology concerns at the time of testing. If I do not report concerns to the proctor when they occur, SAS may not be able to advocate for me later.

Participating in Online Testing

- Accommodation for online tests are provided by the instructor. Online tests are only scheduled with the SAS Testing Centre if accommodation requires in-person testing or a paper version.
- If my accommodation is not provided during the test, I am not required to continue writing.
- I am responsible for reporting accommodation, health, or technology concerns at the time of testing. If I do not report concerns when they occur, SAS may not be able to advocate for me later.
 - For **online midterms/tests** I will inform my professor and copy sastesting@nipissingu.ca of the concern
 - For **online exams** I will submit a UTS Help Desk ticket and inform sastesting@nipissingu.ca of the concern

Deferral Requests

- Deferral processes depend on the reason for the request and type of test.
- Disability-related requests may require supporting documentation.
- I will refer to the Deferral of SAS Tests and Exams Policy for details (available at www.nipissingu.ca/sas).

Testing Integrity and Confidentiality

- I understand that test and examination content is confidential.
- I will maintain the confidentiality of all tests, examination, and evaluation content and will not share, seek, receive, or participate in the sharing or exchange of exam-related information in any form.
- I understand that breaching confidentiality may result in academic penalties.

Technology Accommodations

If you use any type of technology for your accommodations, the following will apply to you:

Use of Approved Technology

- I will use only SAS-approved assistive technology (available at www.nipissingu.ca/sas).
- I am responsible for ensuring any personal devices or software required for my accommodations are charged, updated, and working before class, tests, examinations, and other academic activities.
- I will notify SAS if I have difficulty accessing or using approved assistive technology.

Note-Taking and Content Capture

- I am responsible for requesting access to computerized note-taking each semester through the Clockwork Portal.
- I am responsible for notifying the Adaptive Technology Technician if I no longer require access to note-taking support.
- I understand that access to note-taking software and services will be monitored to ensure they continue to meet my accommodation needs. If there is no activity for 30 days, SAS may contact me to review my needs and may remove access where appropriate.
- I understand that note-taking and content capture supports are for my personal academic use and are intended to facilitate access to course content. These supports do not replace my responsibility to attend scheduled classes, take my own notes when possible, and actively participate in learning.

Technology Use During Testing

- I understand that assistive technology used during tests and examinations may be subject to testing requirements, restrictions, or limited functionality in secure testing platforms, including Lockdown Browser.
- I will follow all SAS instructions about technology use during assessments.
- I will not use unauthorized software, applications, websites, communication tools, or device features during tests or examinations.

Copyright and Academic Integrity

- Audio recordings, transcripts, captions, notes, and other captured content created through approved technology may not be shared, distributed, posted, or reproduced without appropriate authorization.
- I understand that course content may be protected by copyright and that unauthorized sharing, distribution, posting, or reproduction of notes, recordings, transcripts, captions, or other course materials may result in termination of services and/or disciplinary action under university policies.
- I understand that all assistive technology use remains subject to Nipissing University's academic integrity expectations.

Responsibility Acknowledgment and Completion of Form

- By agreeing to this form, I acknowledge that I have read, understand, and agree to the responsibilities and expectations outlined in this document while receiving accommodations through Student Accessibility Services.
- I understand that failure to follow these expectations may result in limited access to certain supports and may also be addressed under Nipissing University's academic integrity policy.
- If I have questions or concerns, I will contact Student Accessibility Services at 705-474-3450 ext. 4362 or speak with the SAS team before signing below.

This is a copy of the agreement signed in the Clockwork Portal.

Protection of Privacy The personal information on this form is collected under the authority of the Nipissing University Act, 1992. It is related directly to and needed by the University to provide Accessibility Services to students in the course of their studies while at Nipissing University. If you have any questions or concerns about the collection, use and disclosure of this information please contact Student Accessibility Services at Nipissing University, 100 College Drive, North Bay ON, P1B 8L7, and (705) 474-3450 ext. 4362