SUPERIOR UNIVERSITY

Policy for Accommodation for Disabilities

1. Purpose

The purpose of this policy is to ensure equal access, fairness, and inclusion for all online students, including those with disabilities, by providing appropriate academic, instructional, and assessment accommodations without compromising academic standards.

2. Scope

This policy applies to all students enrolled in online, ODL, and blended learning courses, and to all instructors, academic coordinators, exam coordinators, LMS administrators, and support staff involved in online teaching and assessment.

3. Policy Statement

The University is committed to providing an inclusive online learning environment. Students with documented disabilities will be provided reasonable accommodations in learning and assessment activities to ensure accessibility, equity, and dignity.

Accommodations will be provided based on verified needs and will be implemented in a manner that maintains academic integrity and course learning outcomes.

4. Definition of Disability (Eligibility)

A student may be considered eligible for accommodation if they have a documented disability or condition that impacts learning, participation, or assessment performance. This may include, but is not limited to:
• Visual impairment
• Hearing impairment
• Physical or mobility disability
• Learning disabilities (e.g., dyslexia)
• Attention disorders (e.g., ADHD)
• Chronic medical conditions impacting performance
• Mental health conditions requiring support for learning continuity

5. Guiding Principles

The following principles guide the implementation of this policy:
• Accessibility: Learning resources must be usable for all students.
• Fairness: Accommodations support access and do not reduce academic standards.
• Confidentiality: Student disability-related information is protected.
• Dignity and Respect: Students must be treated professionally and without bias.
• Timeliness: Accommodation requests should be processed without unnecessary delay.

6. Accommodation Request Procedure

Step 1: Submission of Request
The student must submit an official accommodation request form to the ODL/Student Support Office along with relevant documentation (medical certificate or disability verification).

Step 2: Review & Approval
The ODL Office, in coordination with relevant academic authorities, will review the request and approve suitable accommodations.

Step 3: Instructor Notification
Upon approval, the instructor will be notified about the approved accommodations only (without sharing confidential medical details).

Step 4: Implementation
Approved accommodations will be implemented through LMS settings, assessment adjustments, and academic support measures.

7. Types of Accommodations (Online Mode)

A. LMS & Learning Access Support
• Recorded lectures (where live attendance is difficult)
• Extended access to learning resources
• Alternative formats (accessible PDF/Word, readable slides)
• Captioning/subtitles where applicable
• Structured and clearly labelled weekly modules

B. Assessment & Examination Accommodations
• Extra time in quizzes and exams (25%-50%), decided by director ODL
• Flexible submission deadlines.
• Alternative assessment method (assignment/project instead of timed quiz)
• Break allowances during long assessments.
• Approved rescheduling only through official process

C. Assistive Technology & Tools
• Permission to use assistive tools (screen readers, magnifiers, speech-to-text)
• Reader/scribe assistance (where applicable)
• Adjusted exam layout (readable font size, simplified design)

D. Communication & Support
• Clear written instructions and structured announcements
• Email-based guidance and clarification support
• One-to-one online support sessions (as required and feasible)

8. Confidentiality & Data Protection

All disability-related records will be kept confidential and managed by authorized staff only. Information will be shared strictly on a need-to-know basis to implement accommodations. Any disclosure without authorization is prohibited.

9. Responsibilities

Student Responsibilities
• Provide valid and updated documentation
• Submit requests within due time before assessments
• Follow LMS and examination rules

Instructor Responsibilities
• Implement approved accommodations fairly and consistently
• Ensure course content is accessible and well-structured
• Maintain confidentiality and professional conduct

ODL / LMS Office Responsibilities
• Provide support for accommodation implementation in LMS
• Maintain records, approvals, and follow-ups
• Monitor compliance and ensure fairness

10. Quality Assurance & Compliance

The University ensures that accommodations facilitate accessibility without compromising academic standards. The Quality Enhancement Cell (QEC) and ODL Office may review implementation for compliance with institutional policies and ODL dossier requirements.

11. Review and Updates

This policy will be reviewed periodically (at least annually) or as required by legal, regulatory, or institutional updates.

Student Request Form
Accommodation for Disability

Please complete this form to request academic accommodations for online learning and assessment. Attach supporting documentation (medical certificate/disability verification) for processing.

A. Student Information

Student Name: _____

Student Roll No.: _____

Program: _____

Email Address: _____

Contact Number: _____

Mode of Study: ☐ Synchronous ☐ Asynchronous ☐ Blended

B. Course Details

Course Title: _____

Course Code: _____

Instructor Name: _____

Semester / Term: _____

C. Disability / Medical Information (Confidential)

Type of Disability / Condition (tick all that apply):

☐ Visual impairment   ☐ Hearing impairment   ☐ Physical/Mobility disability

☐ Learning disability (e.g., dyslexia)   ☐ Attention disorder (e.g., ADHD)

☐ Chronic medical condition   ☐ Mental health condition   ☐ Other: _____

Brief description of learning/assessment difficulties faced:

_____

_____

D. Requested Accommodations

Please tick the accommodations you are requesting:

☐ Extra time in quizzes/exams (specify %): _____

☐ Flexible deadline for assignments (mention reason): _____

☐ Alternative assessment method (assignment/project instead of timed exam)

☐ Permission to use assistive technology (screen reader, magnifier, speech-to-text)

☐ Accessible learning material format (Word/large font/captioned video)

☐ Breaks during online assessment (where feasible)

☐ One-to-one academic support session (online)

☐ Other (please specify): _____

E. Supporting Documents Attached

☐ Medical Certificate / Disability Verification

☐ Previous Accommodation Letter (if any)

☐ Other Supporting Document: _____

F. Student Declaration

I declare that the information provided in this form is true and accurate to the best of my knowledge. I understand that accommodations are provided based on verified needs and that approval is subject to university policies.

Student Signature: _____   Date: _____

G. Office Use Only (ODL / Student Support Office)

Request Received Date: _____

Reviewed By (Name/Designation): _____

Decision: ☐ Approved ☐ Partially Approved ☐ Not Approved

Approved Accommodations / Notes:

_____

_____

Implementation Confirmed in LMS: ☐ Yes ☐ No

ODL Director / Authorized Signatory: _____

Signature: _____ Date: _____

Email: cms@superior.edu.pk