

Policy Information	
Policy No.:	E-1.09
Approved By:	Executive Committee
Approval Date:	May 6, 2025
Executive Responsible:	VP Student Affairs
Administrator Responsible:	Director, Learning Commons & Academic Success Centre
Date of Next Review:	May 2030

ACCOMMODATION FOR STUDENTS WITH DISABILITIES

Policy Statement

The College of New Caledonia (“CNC” or “the College”) is committed to fostering an inclusive environment where all students can access academic programs and services fairly.

This policy ensures that students receive the accommodations they need, as required by the BC Human Rights Code, Accessible British Columbia Act, and other relevant laws, so they can succeed in their studies without facing unnecessary challenges.

Purpose

This policy outlines the College’s legal obligation to provide reasonable accommodations and sets out the procedure to fulfill reasonable accommodation requests. It also clarifies the roles and responsibilities of students, faculty, and staff in the process of fulfilling accommodation requests.

Scope

This policy applies to all current and future CNC students who need accommodation because of disability or a temporary health issue.

It covers all college learning environments, including:

- Traditional classrooms
- Online and hybrid classrooms
- Practical settings like clinical placements, trades workshops, and fieldwork.

CNC is obligated to provide accommodations unless doing so would result in significant difficulty, disrupt College operations, or compromise the safety of students, employees, or others (i.e., undue hardship). The determination of undue hardship rests solely with CNC Administration and Executive Leadership.

Principles

1. The College is legally obligated to provide reasonable accommodations aligning with the BC Human Rights Code, Accessible British Columbia Act, and other relevant legislation. Faculty, staff, and administration are legally bound to provide reasonable accommodation requests.
2. The College is committed to providing for all requests for reasonable accommodations to students with disabilities unless limited by the legal standard of undue hardship.
3. To avoid barriers to education, the College will address all accommodation requests under this policy within the timeframes outlined in the procedures.
 - 3.1. Delays and limitations may occur in good faith and for justifiable reasons, which will be communicated to all parties, along with the corresponding explanations for any delays.
4. The College is committed to providing its employees with education and training on Equity, Diversity, Inclusion, and Belonging (EDIB). This includes guidance on understanding and supporting the diverse needs of students with disabilities to promote an inclusive and equitable learning environment.
5. To ensure inclusive and equitable support, the College will consider the intersection of multiple factors, such as disability, cultural background, and socioeconomic barriers, when designing accommodation plans.
6. The College will provide retroactive accommodations in rare and exceptional circumstances, as outlined in the procedure, if there are significant and unforeseen barriers exist.
7. The College recognizes the importance of providing accommodations that meet students' current needs while minimizing unnecessary administrative burdens associated with required documentation.
 - 7.1. Documentation requirements will depend on the type and nature of the disability. Please refer to the *Guidelines for Accommodations for Students with Disabilities*.
8. The College will comply with the Freedom of Information and Protection of Privacy Act while handling accommodation requests under this policy.

- 8.1. The College recognizes that accommodation request information may be sensitive in nature, and its disclosure may cause harm to students seeking support. The College recognizes the need to apply security measures that reflect the sensitivity of accommodation request information.
- 8.2. Only those directly involved in the accommodations process, i.e., Accessibility Advising Services and any designated administrative staff, will have access to the students' documentation.
9. Unless required by law or another CNC policy, accommodation records will be kept for a period of five (5) years after the student graduates or leaves the institution, after which they will be securely destroyed.
10. This policy will be reviewed every five years to ensure compliance with accessibility standards, legal requirements, and best practices while incorporating feedback from the College community.

Roles and Responsibilities

11. Students are responsible for:
 - 11.1. Communicating their accommodation needs to Accessibility Advising Services as early as possible.
 - 11.2. Following this policy and procedures to request and receive required accommodations.
 - 11.3. Providing required official medical documentation and other documents to support their accommodation requests in a timely manner.
 - 11.4. Working collaboratively with the Accessibility Advising Services and relevant faculty members to develop and implement the *Accommodation Services Plan*.
 - 11.5. Complying with the agreed Accommodation Services Plan.
 - 11.5.1. Non-compliance with the *Accommodation Services Plan* may lead to consequences including but not limited to academic penalties, impact on academic status, loss of eligibility for support, and legal consequences. Refer to the *Guidelines for Accommodations for Students with Disabilities*.

- 11.6. Notifying Accessibility Advisory Services if the *Accommodation Services Plan* is not implemented as discussed or if the student decides not to follow the plan as specified.
12. Faculty members are responsible for:
 - 12.1. Working collaboratively with the Accessibility Advising Services to prepare an *Accommodation Service Plan* in a timely manner.
 - 12.2. Complying with and implementing the *Accommodation Service Plan*.
 - 12.3. Notifying Accessibility Advisory Services if the *Accommodation Services Plan* cannot be implemented as decided or if the student decides not to follow the plan as specified. Such communication should occur as soon as reasonably practicable, not long after receiving the plan.
 - 12.4. Following the policy and procedures to resolve disputes related to accommodation requests.
 13. Accessibility Advising Services is responsible for:
 - 13.1. Providing information about this policy and procedures,
 - 13.2. Engaging in proactive outreach to ensure awareness among students about available accommodation services and supports,
 - 13.3. Providing staff, including faculty members, with training and resources to support the preparation and implementation of reasonable accommodations.
 - 13.4. Providing reasonable assistance and guidance to students in submitting accommodation requests and preparing required documentation, including medical assessments.
 - 13.5. Preparing the *Accommodation Service Plan* collaboratively with the relevant students and faculty members.
 - 13.6. Handling accommodation requests in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA).
 14. The Director of the Learning Commons & Academic Success Centre is responsible for:
 - 14.1. Setting up processes and services to provide reasonable accommodation adhering to the legal requirement and overseeing the effective implementation of this policy and procedure,

- 14.2. Creating awareness about this policy and procedure,
- 14.3. Resolving disputes and appeal requests, and
- 14.4. Providing recommendations on questions about undue hardship to the Executive Committee member responsible for this policy.

Legislative and Collective Agreement References

- [BC Human Rights Code](#)
- [Accessible British Columbia Act](#)
- [Canadian Charter of Rights and Freedoms](#)
- [BC Freedom of Information and Protection of Privacy Act](#)

Policy Amendment Log

Amendment Number:	Date:
0	April 11, 2017
1	May 6, 2025
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