

Policy Information	
Related to Policy No:	E-1.09
Approved by:	Executive Committee
Approval Date:	April 11, 2017
Executive Responsible:	VP Student Affairs
Administrator Responsible:	Director, Student Affairs
Date of Next Review:	April 2022

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES PROCEDURES

Definitions

1. Accessibility

Accessibility refers to the degree to which College environments, facilities, procedures, and teaching/learning materials are useable by all people, with or without adaptation or special design. Many barriers to full participation reside in the environment (physical, curricular, attitudinal, informational, etc.).

2. Accommodation

An accommodation is a reasonable change in the allocation of College resources, or in the teaching or evaluation procedures, designed to mitigate the effect of the student's disability on learning.

Accommodations enable the student to acquire and demonstrate knowledge/skill without diluting curriculum or credentials, or detracting from the responsibility of the student to achieve individual results consistent with course/program requirements and objectives.

3. Student

Anyone applying to a College program or enrolled in courses delivered by the College.

4. Undue hardship

Exists when the costs of providing the requested accommodation would be disproportionate and place an undue burden on the College. A claim of undue hardship would likely be supported if:

- a) the financial cost of accommodation is such that the operation of the College and/or its programs would be diminished;
- b) there is a risk to public safety or a substantial risk of personal injury;
- c) the accommodation would result in a substantial disruption of College operations; or
- d) the request reduces academic standards or requires a substantial alteration of essential course or program requirements.

Procedures

1. Requesting Accommodations

A student with a disability may make a request for accommodation by:

- a) contacting Accessibility Services to arrange an appointment
- b) providing appropriate, current documentation as defined below
- c) completing a signed intake form which details the limits of confidentiality, how and when your information may be disclosed and student responsibilities
- d) meeting with the Accessibility Services Advisor to:
 - i. review the documentation
 - ii. discuss the functional impact of the disability and the types of reasonable accommodation the College might be able to provide
 - iii. discuss what additional information the College may need to assess the student's request for accommodation
- e) To allow sufficient time for assessment and implementation of accommodation requests, students should contact Accessibility Services in a timely manner.
 - i. It is recommended that new students contact Accessibility Services a minimum of four months before the start of classes.
 - ii. Returning students should contact Accessibility Services at the beginning of each semester in which accommodations are requested.
 - iii. If accommodations are sought in relation to admission criteria, the request should be made before or at the time of application for admission.

2. Documentation

- a) Must meet the requirements set by the Ministry of Advanced Education or other governing bodies.
- b) Must be provided by a licensed Canadian practitioner: medical doctor, psychologist and/or special education/rehabilitation professional with specific training, expertise and experience in the diagnosis of the condition(s) for which accommodations are sought.
- c) Should confirm the nature of the disability, functional limitations and recommended accommodations.
- d) Accessibility Services has the right to request a verification of disability every five years.

3. Creating an Accommodations Service Plan

- a) Accessibility Services will recommend an Accommodation Service Plan on the basis of the documentation provided and assessment of the student's accommodation needs.
- b) In consultation with the student, Accessibility Services will make a recommendation to faculty for reasonable academic accommodations based on:
 - i. the functional impact of the disability
 - ii. the recommended accommodations
 - iii. the capacity of the College to satisfy them
- c) Based on the nature of lab, clinical and/or practicum activities, accommodations may not be available in these settings.

4. Implementation and Follow Up

- a) Students will provide their instructors with the letter of recommended accommodations as early as possible.
- b) Should an instructor believe that the recommended accommodation will compromise the student's ability to meet course/program requirements, the instructor will provide written notification to the student and Accessibility Services to initiate a review.
- c) When recommended accommodations need to be modified, or are not accessible during the semester, the student will immediately notify and arrange to meet with Accessibility Services to determine other options.

5. Reviews

- a) Students may request a review under the Policy (Review of Accommodation Service Plan or Review of Implementation). The request should be made to the Director of Student Services (Director), in a timely manner. In general, this means:
 - i. A request for a review of the Accommodation Service Plan should be made, in writing, within one week of the receiving the plan.
 - ii. A request for a review of implementation should be made, in writing, within one week of the student becoming aware of any act or omission by a College administrator, faculty member, or staff member which the student is asking the Director to review.
- b) The Director may extend the time for a student to make a request, if the student has provided a reasonable explanation for any delay, and the Director considers that an extension of time would be appropriate in the circumstances.

When a student makes a timely request to the Director for a review, the Director:

- i. will consider the student's request, in consultation with Accessibility Services, and
 - ii. may meet with the student and or other involved College personnel, together or separately, to discuss the student's request before making any decision, recommendation, or direction regarding the request.
- c) The decision of the Director is final.

Links to Other Related Policies, Documents, and Websites

Policy E-1.09 Accommodations for Students with Disabilities
Human Rights Code of British Columbia
Canadian Charter of Rights and Freedoms
Freedom of Information and Protection of Privacy Act
[Canada Student Financial Assistance Regulations](#)

Forms

Accessibility Services Intake Form

Procedure Amendment Log

Amendment Number:	Date:
0	April 11, 2017
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