

# Policy on Accessibility and Special Accommodations

**CATEGORY:** Student – Administrative

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**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## Policy Purpose & Summary

This policy, entitled “*Policy on Accessibility and Special Accommodations*”, has been created to formalize the College’s commitment to providing accessible education to all academically eligible students regardless of Disability. This policy ensures that students have equal access to College services in order to promote successful completion of Programs and Courses.

It is the policy of the College to formalize the process as outlined below. Definitions of terms used in this policy can be found in the *Policy Glossary*.

## Scope

This policy applies to all students enrolled at the College, alumni of the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

## Policy

### 1. EQUAL OPPORTUNITY AND ACCOMMODATION

- 1.1. The College must make reasonable efforts to ensure that students with disabilities have an equal opportunity to enroll and participate in College Programs or Courses.
- 1.2. Where appropriate, the College must make reasonable academic accommodations, without compromising academic standards, so as to permit students with disabilities to be able to complete their studies.
- 1.3. The College must work with students and service providers to establish alternative routes or methods in order that Program or Course learning objectives can be achieved, where possible.

### 2. ACCOMMODATION REQUEST PROCEDURE

- 2.1. At the time of enrollment, students must inform Admissions of the need for any accommodations. Admissions must notify Student Services to send the student the relevant paperwork including information on required supporting documentation.
- 2.2. Supporting documentation included with the application must be from a certified health care professional who has expertise in the diagnosis of the condition(s) for which the academic accommodation(s) are being requested. Examples of such professionals include:
  - ❖ General Physicians;
  - ❖ Registered Clinical Psychologists;

- ❖ Psychiatrists;
- ❖ Ophthalmologists;
- ❖ Certified Audiologists; and
- ❖ Neurologists.

- 2.3. Students requesting accommodation must enroll for their Course or Program at least four (4) weeks prior to the Course or Program start date.
- 2.4. The supporting documentation must provide detailed information about the functional impact of the Disability.
- 2.5. Any costs incurred in acquiring the documentation are the responsibility of the student.
- 2.6. Student Services must review the documentation provided by the student and in consultation with the student and relevant Staff Members, determine the type of accommodations the College is able to provide. Student Services must reply in writing to the student within two (2) weeks of the application for accommodation.
- 2.7. Extra costs of accommodations are responsibility of the student (e.g. exam proctors, conversion of materials to braille, sign language interpreter, or other requirements).
- 2.8. Student Services must ensure that all student accommodation arrangements are communicated to the relevant Faculty Member and Staff Members and the appropriate documentation is placed on the student's file.
- 2.9. In the event that the College is unable to accommodate the student's request, the student must be promptly advised, the appropriate documentation must be placed on the student's file, and a Course/Program cancellation procedure must occur.

### 3. TREATMENT OF INFORMATION

- 3.1. All information collected is treated as confidential and must not be disclosed to any Faculty or Staff Members outside of Student Services.
- 3.2. No information about a student's Disability or accommodations must be noted on a student's transcript.

## Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1028 – Student Accessibility Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of administrative oriented policies under the Student Policies category.