

Policy on Inclusion, Accessibility and Academic Accommodations

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Inclusion, Accessibility and Academic Accommodations* outlines the College's commitment to inclusive and accessible education, and the processes for requesting an academic accommodation.

Definitions of the terms used in this policy are available in the *Policy Glossary*.

Scope

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

Policy

1. INCLUSION, ACCESSIBILITY AND ACADEMIC ACCOMMODATIONS

- 1.1. The College is committed to an inclusive learning environment where individuals with special needs have equitable access and opportunity to participate in College Programs or Courses.
- 1.2. The College will provide reasonable accommodations, without compromising academic standards, to support students with special needs in completing their studies.
- 1.3. The College will work collaboratively with the student and service providers to determine alternate routes or methods, where possible, to support the achievement of learning objectives.

2. PROCEDURE FOR ACADEMIC ACCOMMODATION REQUESTS

- 2.1. Students who are applying for academic accommodations must enroll for their Course or Program at least four (4) weeks prior to the Course or Program start date.
- 2.2. Upon enrollment, students are required to inform Admissions of their need for any academic accommodation.
- 2.3. Admissions will work with Student Services to notify the student of the relevant paperwork, including the required supporting documentation.
- 2.4. Students requesting accommodations are responsible for the following:

- 2.4.1. Ensuring the College receives the requested information in section 2.3 within seven (7) business days from the date on the Student Services notification;
- 2.4.2. Providing supporting documentation from a certified health care professional who has expertise in the diagnosis of the condition(s) for which the accommodation(s) is being requested. Examples of certified health care professionals include:
 - ❖ General Physicians;
 - ❖ Registered Clinical Psychologists;
 - ❖ Psychiatrists;
 - ❖ Ophthalmologists;
 - ❖ Certified Audiologists; and
 - ❖ Neurologists.
- 2.4.3. Ensuring the supporting documentation contains detailed information about the functional impact of the Disability; and
- 2.4.4. Paying for any costs incurred in acquiring the required documentation.
- 2.5. Student Services will review the submitted documentation and, in consultation with the student and relevant Staff Members, determine the type of accommodation the College is able to provide.
- 2.6. Student Services must reply in writing to the student within two (2) weeks of the application for an accommodation.
- 2.7. If unable to provide the requested accommodation, the College must:
 - 2.7.1. Notify the student as soon as possible;
 - 2.7.2. Initiate the Course cancellation procedure; and
 - 2.7.3. Assess the student's eligibility for any refunds.
- 2.8. Student Services must ensure that all accommodation arrangements are communicated only to relevant Faculty Members and Staff Members, as required by the *Policy on Student Privacy*.
- 2.9. The student is responsible for covering any extra costs that are out of the scope of the academic accommodation the College is able to provide. For example, the College does not cover the costs for the conversion of materials to braille, a sign language interpreter, or other equipment or requirements not available at the College.

3. PRIVACY OF INFORMATION

- 3.1. The personal and health information provided by students is confidential. The College follows the guidelines on the collection, use and disclosure of this personal and health information, as outlined in The Province of British Columbia's *Personal Information Protection Act (PIPA)*.
- 3.2. No information about a student's special needs or accommodation must be noted on a student's transcript.
- 3.3. The College's retention and archiving of students' information is outlined in the *Policy on Archived Student Records*, which is available on the College's website.

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.