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| Category: Education | Responsible Owner: VPA or designate | Effective Date: January 15, 2025 |
| Policy/Form Number: 2.21 | Approval Body: Academic Board | Policy/Form Name: Academic Accommodation Procedure |

B. PROCEDURES:

REQUESTING ACCOMMODATION

1. A student wishing to request Accommodation may consult with Student Services at any time, to get information and guidance on the process for requesting Accommodation; documentation is NOT needed to get general information and guidance.
2. To formally request Accommodation, the student will need to first obtain Relevant Documentation from an appropriate medical professional with the qualification to diagnose and assess the student's particular disability. This documentation should be recent (no more than 3 years old), and include the following:
 - a. Diagnosis;
 - b. Functional impacts in academic setting, severity of the impact, and whether those impacts are likely to change; and
 - c. Suggested supports or Accommodations (when the professional can make such recommendations)
3. Once the student has this documentation, they will provide it to Student Services through email or a pre-determined method of communication. Providing this documentation is considered a formal request for Accommodation although students are advised to explicitly state that request when they submit their documentation. Delays in requesting Accommodation will result in delays accessing Accommodation.
4. Upon admission, students who require Accommodation are strongly advised to request Accommodation before enrolling.

DETERMINING ACCOMMODATION

1. Student Services reviews the student's documentation. Based on information provided in the documentation, Student Services will identify a range of options that would be appropriate Accommodations i.e., that would meet the student's needs without posing an Undue Hardship on the College.
2. Student Services reviews these options with the student to ensure that the recommended Accommodations are appropriate.
3. Student Services provides the student with a completed Accommodation Plan,

4. The student then notifies Student Services which in courses they would like to exercise these Accommodations. See Section on “REQUESTING ACCOMMODATION IN A SPECIFIC COURSE” for next steps.
5. In exceptional circumstances, the College may offer a student Provisional Accommodation for a limited time pending submitting complete and acceptable documentation.
6. If after reviewing the documentation relating to the request, it is believed that the College cannot provide reasonable Accommodation to the student, the Director of Student Services or their designate, will advise the student of the denial (and the reasons for denying the request), and advise the student about other options, which may include other post-secondary institutions or services.

APPEAL PROCEDURE IF STUDENT DISAGREES WITH ACCOMMODATION

1. The student can appeal to the VPA or designate.
2. The VPA or designate may seek legal opinion.
3. The student and the Student Services representative will present to the VPA or designate separately with the evidence.
4. The VPA's or designate decision is final.

REQUESTING ACCOMMODATION IN A SPECIFIC COURSE

NOTE: Students with Disabilities who have been approved for Accommodations in general are NOT required to use those Accommodations in every course they enroll in.

1. Student Services will provide the course instructor with a completed Accommodation Plan. If the instructor requests information about their diagnosis, the student should tell the instructor to contact Student Services (who will, when contacted by an instructor, explain that students are NOT required to disclose that information to instructors, and confirm that appropriate documentation has been received.)
2. An instructor will notify Student Services (in a timely manner) if they believe that any of the Accommodations would:
 - a. compromise the essential learning outcomes of the course (i.e., interfere with a bona fide educational requirement);
 - b. create an Undue Hardship on the College
 - c. be inappropriate for some other reason.
3. If an instructor has contacted Student Services about concerns with an Accommodation, they will work with them in good faith (and in a timely manner) to:
 - a. determine whether the recommended Accommodation would compromise essential learning outcomes and / or result in an Undue Hardship; and
 - b. identify alternative Accommodations that would meet the student's needs. As part of the exploration of alternative Accommodations, Student Services may disclose

the functional impacts of the student's diagnosis but will in no case disclose the diagnosis / disability itself.

4. If the instructor and Student Services cannot reach an agreement, the issue shall be referred to the VPA or designate, who shall render a prompt decision. This decision shall be final; if needed, Student Services shall revise the Accommodation Plan.

PROCEDURE IF ACCOMMODATION IS NOT BEING PROVIDED

1. If a student has submitted an Accommodation Plan to an instructor, but is NOT receiving the approved Accommodation, they should notify Student Services as soon as possible or: if someone from Student Services is not available, the Director of Student Services or designate.
2. If it is found that a student is not receiving an Accommodation, a review of the student's grade in the course will be conducted automatically, at no cost to the student, and may result in disciplinary action against the instructor.

APPEALS

If a student has been denied Accommodation, is not satisfied with the Accommodation offered, or believes that his or her request has not been handled in accordance with this policy, they may appeal to the VPA or designate. A student may also file a discrimination complaint with the [Canadian Human Rights Commission](#).

CLASSROOM MANAGEMENT OF SUSPECTED DISABILITIES WITHOUT ASSESSMENT OR WITH AN ACCOMMODATION PLAN

1. If an instructor believes that a student has a disability, a special need, impairment, or substance abuse issue, the instructor should notify Student Services.
2. Instructors should work with Student Services to better understand if a Provisional Accommodation can be put in place.
 - a. The 2.8 Student Classroom Code of Conduct Policy and Procedure must be followed. Other students in the class cannot be disrupted.
 - b. Counselling will recommend that the student gain assessment and communicate the timeline. Assessment can take 3-4 months through private practice or over a year through public practices such as UBC.
 - c. However, the College will provide ongoing training to faculty to support instructors in best managing their classroom when students with disabilities, special needs or impairment are in the class.

ADDITIONAL COMMENTS ABOUT ACCOMMODATIONS

1. Instructors may consult with their Dean or designate regarding any concerns and discuss how to incorporate the recommended accommodations into their course design.
2. Students and instructors will be regularly followed up with to assess the effectiveness of the accommodations and make modifications as necessary
3. Extended due dates and / or alternate test dates are not normally appropriate Accommodations. In the rare event that such Accommodation would be appropriate – and recommended – for a given student, the course instructor will be consulted in advance, and whether / how such accommodation would fit into the course.
4. Students with Disabilities who can reasonably be expected to miss class must develop a plan with Student Services and the Instructor, detailing:
 - a. How many absences will be allowed
 - b. What kind of notice / documentation will be required for each absence
 - c. What kind of Accommodation will be provided for the absence.
5. Audio or video recording of class meetings are problematic, for numerous reasons, and not limited to:
 - a. The ease with which such recordings can be shared / distributed, thus publicly disclosing where a given student may be found at a specific time of day (a violation of a student's right to privacy / safety).
 - b. They may interfere with student participation (and, thus, with other students' access to their education).
 - c. If recordings are approved as formal Accommodation, the student using those Accommodations will be required to sign a document acknowledging that they accept full responsibility for ensuring that the recordings are NOT shared or distributed IN ANY WAY, and that distribution of the recordings will be treated as academic misconduct (Type 2), with 2 demerits.
6. Falsifying or forging all or part of an Accommodation Plan is a serious offense and will be considered a form of Academic Misconduct (Type 2), with 2 demerits.
7. Where there is uncertainty about whether a student has a Temporary Health Issue or a documented need for Accommodation, Student Services should be consulted. Such consultation is especially important where a Student's Temporary Health Issue has persisted for more than one term as Student Services with consultation from the Director of Student Services will determine whether the issue warrants an accommodation or whether the student should seek further consultation with a specialist.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

n/a

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

2.8 Student Classroom Code of Conduct Policy and Procedure

2.21 Academic Accommodation Policy

2.22 Academic Concession Policy