

 ASSINIBOINE COMMUNITY COLLEGE	# pages	Number
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Policies and Procedures	Originator Vice-President, Academic	
Title Academic Accommodations	Effective date July 1, 2011	Replaces A 3 (update only)

Preamble:

Assiniboine Community College (ACC) is committed to respecting the rights of individuals and ensuring that each student is afforded an academic environment that has been developed on the principles of equal and equitable access, respect for individual differences and academic integrity. The college recognizes that it has a duty to provide academic accommodations to all individuals or groups as identified within the Manitoba Human Rights Code. Students from all of these groups are welcomed to the college, and assisted in accessing college services, programs, and facilities. The college, where reasonable, removes barriers and provide opportunities to students in accordance with their distinct needs, within the limits of its resources and without compromising academic standards and principles.

This policy applies to the special needs of the following groups, as identified within the Manitoba Human Rights Code:

- a) ancestry, including colour and perceived race
- b) nationality or national origin
- c) ethnic background or origin
- d) religion or creed, or religious belief, religious association or religious activity
- e) age
- f) sex, including pregnancy and gender identity
- g) gender-determined characteristics
- h) sexual orientation
- i) marital or family status
- j) source of income
- k) political belief, political association or political activity
- l) physical or mental disability

Purpose:

The purpose of this policy is to facilitate fair and equal access to courses, programs, facilities, and services for students with specific documented disabilities and for other groups as identified within the Human Rights Code, and to clarify the rights and responsibilities of students and staff in accessing and delivering service.

Definitions:

Accommodation: An “accommodation” is a change in the physical environment, or an adaptation of teaching or evaluation procedures, which is designed to meet the particular needs of a student with a disability or other special need as defined by the Manitoba Human Rights Code. It may involve an adaptation to the conditions or requirements of the course or program, alternative ways of meeting the conditions or requirements, or a change in scheduling of activities.

Reasonable Accommodation: An accommodation is considered reasonable if it does not:

- significantly alter the fundamental nature or the academic standards of the program
- have a significant adverse impact on learning opportunities for other students
- impose safety hazards for students or other persons
- result in undue hardship to the college, the program, the instructor or other students.

Disability: “Disability” is defined as a mental, physical or sensory impairment, or combination thereof, that results in a permanent or temporary loss of ability to function in major areas of life activities. (World Health Organization). Therefore, individuals with disabilities include, but are not necessarily limited to, those with physical disabilities, vision or hearing loss, learning disabilities, psychological disorders, chronic illnesses or temporary disabilities.

The college requires that a disability be verified by a medical, educational, psychological/psychiatric professional or other appropriate individual. (See *Procedures* for details).

Policy:

Responsibilities of the College

The college will:

- Communicate and circulate Policy A3 - Academic Accommodation to college faculty and staff. Education will be provided about the legal obligation to provide reasonable accommodation and the need for faculty and other college personnel to assist in that process by supporting and facilitating accommodation initiatives.
- Communicate the availability of services, accommodations and processes for accessing service to students and prospective students.
- Provide accommodations with respect and confidentiality. No information, beyond the approved accommodations, will be provided to any individual or agency without the student’s consent.
- Ensure that students with special needs and disabilities are equally considered for programs for which they meet the entrance requirements and that, upon request, they receive accommodations during the admissions process according to the same principles as ongoing accommodations.

- Provide accommodation to students in situations where the accommodation is necessary to assure fair and equal access to education, and in the case of students with disabilities, where it is recommended by the student's supporting documentation and where it meets the definition of reasonable accommodation. (See definitions above.)
- Designate an individual as "Accessibility/Disability Services Coordinator" who has adequate training and qualifications in the field of disability education, and who will oversee the accommodation process.

Responsibilities of the Student:

The student will:

- Meet regular program entrance requirements, and request accommodations in advance if they are needed for admission processes (e.g. entrance tests) to ensure that the applicant has equal access to the program
- Make the initial request for accommodation as early as possible.
- Provide current medical and/or diagnostic documentation of their disability.
- Assist in the identification of appropriate accommodations and resources.
- Provide timely notice for each accommodation that requires alternate arrangements or scheduling.
- Follow through on processes established in the accommodation plan.
- Advise Student Services when accommodations are not working, are not provided, or need to be reviewed.
- Apply for funding as appropriate to assist in the payment for services or resources.

Procedures:

A. All students requiring accommodations not related to a disability:

1. Students should contact their instructor to discuss the situation and request the accommodation in advance, allowing reasonable time for the request to be considered and/or arranged.
2. Should the instructor not agree to the request, the student may contact the dean/chair/designate of their program to have their request reviewed.

B. Students with disabilities (or temporary illness or health condition):

1. Students needing accommodations should contact the Student Services Centre prior to beginning college to arrange for accommodations. Some accommodations (such as interpretive services or alternate format materials, for example) may take several months to arrange. Similarly, accommodations required for meeting admission criteria, (e.g. entrance tests or an interview), must be arranged well in advance.
2. When disabilities are disclosed or identified after the program starts, the college will attempt to provide accommodations and services within the limits of the time provided. Where reasonable evidence of a disability exists, temporary accommodations will be provided pending documentation.
3. Students must provide current documentation of their disability from an appropriate medical, educational, or psychological/psychiatric professional. In the case of learning disabilities or other cognitive impairment, this should include a current (normally within the last five years) neuro-

psychological or learning disabilities assessment that is appropriate for the educational environment, and that recommends accommodations and services.

4. Student Services coordinates services for students with disabilities, liaises with outside organizations regarding accessibility issues, and works with program personnel to ensure the appropriate provision of disability related accommodations at ACC's campuses and sites. Student Services will be expected to:
 - Request and evaluate appropriate medical or other documentation for students requesting accommodations.
 - Determine appropriate services and accommodations, consulting with students and program personnel as appropriate.
 - Consult with faculty, co-ordinators or deans/chairs, as needed, to ensure that the requested accommodation(s) meet the standard for reasonableness (see "Reasonable Accommodation", above).
 - Support the students, as needed, in communicating approved accommodations to faculty, while maintaining the confidentiality of disability-related information according to The Freedom of Information and Protection of Privacy Act (FIPPA).
 - Co-ordinate exam services for Brandon campus students that need to be proctored outside the regular setting and provide guidance to staff at non-Brandon campuses in doing so, as appropriate.
 - Monitor the implementation of the approved accommodations.
 - Assist the student with obtaining alternate format materials and other resources.
 - Provide information and assistance with funding applications
 - Refer to and liaise with college staff and with external services or agencies
5. The college expects that students, instructors and administrative staff will share the responsibility for the delivery of reasonable accommodations.

Secondary Documents

The Vice-president, Academic may approve procedures which are secondary to and which comply with this policy.

Appeal Procedure (Students)

A. Accommodations not related to a disability:

Students who disagree with the accommodations provided should contact their Dean/Chair/designate to request a review of the decision.

B. Disability related accommodations:

The college encourages all parties to make every effort to resolve a situation informally. Students who disagree with the accommodations approved for them, or with the manner in which the accommodations are carried out, are encouraged to discuss their concerns with the Accessibility/Disability Services Coordinator and/or Director of Student Services.

The Accessibility/Disability Services Coordinator/Director of Student Services will review the concerns with the appropriate instructor(s) and/or Dean/Chair/designate.

If after that discussion the student still feels the situation is unresolved, the student has the right to appeal.

The Accommodations Appeal Committee will consist of the Dean of Academic Services and two Deans/Chairs from another school at minimum; other parties may be asked to review the situation, with mutual consent. The student may choose to use the services of a student advocate. The review committee will review the student’s appeal, gather relevant information from any other source, and make a ruling. If the Accommodations Appeal Committee does not produce a satisfactory outcome for both parties, the Vice-president, Academic shall make a final ruling.

Appeal Procedure (Instructors)

Instructors are at any time welcome to contact the Accessibility/Disability Services Coordinator, their program’s Student Advisor, or the Director of Student Services to discuss the reasonableness of an accommodation being requested in their course.

If after that discussion, the instructor still feels that the accommodation represents a significant change to the achievement of the learning outcomes in the course, the instructor, after consultation with his/her Chair/Director/Dean, has the right to appeal. See attached Appendix A for the form and procedure.

The Accommodations Appeal Committee will consist of the Dean of Academic Services and two Deans/Chairs from another school, at minimum; other parties may be asked to review the situation, with mutual consent. The Accommodations Appeal Committee will review the instructor’s appeal, gather relevant information from any other source, and make a ruling. If the Accommodations Appeal Committee does not produce a satisfactory outcome for both parties, the Vice-president, Academic shall make a final ruling.

Review of this policy:

Formal policy reviews are conducted in accordance with Assiniboine Community College Policy M4: Maintenance of College Policies and Procedures.

President

Date

Accommodation Appeal Form (Instructor)

If you feel that a proposed accommodation for a student represents a significant change to the achievement of one or more of the learning outcomes in your course, please complete this form. The accommodation(s) will be provided while the appeal is being considered. If you are appealing multiple accommodations, a separate form must be completed for each accommodation. If you have questions before you submit this appeal, feel free to contact the Director of Student Services.

Instructor Name:	
School:	
Course:	
Proposed Accommodation:	
Student Name:	

<p>Explain why you believe that the proposed accommodation does not meet the standard of reasonable accommodation as defined in Policy A3, i.e.</p> <p>An accommodation is considered reasonable if it does not:</p> <ul style="list-style-type: none"> • significantly alter the fundamental nature or the academic standards of the program • have a significant adverse impact on learning opportunities for other students • impose safety hazards for students or other persons • result in undue hardship to the college, the program, the instructor or other students. <p>Please attach a course outline and additional sheets if necessary.</p>	
What alternate accommodation do you suggest?	

Date: _____ Instructor Signature: _____

Date Received by Dean of Academic Services: _____

When complete, submit this form to the Dean of Academic Services with a copy to your Chair/Director/Dean. The Dean of Academic Services and a Dean/Chair from a different school (at minimum) will form a review committee to review your request, gather relevant information from any other source, and make a ruling.