



| | |
|-------------------|-----------------------------|
| Policy Number | 13 |
| Approval Date | May 2022 |
| Implantation Date | September 2022 |
| Approved By | President, VP of Operations |
| Upcoming Review | September 2027 |

Accommodation Policy and Procedure

Purpose

This policy is to demonstrate the framework of the principles, responsibilities, and procedures of the ACATCM to accommodate students, in its role as a service provider, under the Alberta Human Rights Act.

The aim of academic accommodation is to provide an accessible learning environment for students with disabilities so that all students meet the essential requirements of ACATCM's programs to study confidently and successfully.

The ACATCM is committed to providing access and reasonable accommodations for academically qualified persons so that, whenever possible, such persons may be included in all aspects of the College experience. Academic accommodations put in the place by the College are intended to maximize accessibility while maintaining the academic integrity of the courses, programs and activities at the ACATCM.

Scope

This policy applies to teaching faculty, staff, and to all students who have disabilities at the ACATCM.

Definitions

“Disability”

For the purpose of this Policy, students with disabilities are defined as persons who:

- a. have a significant and persistent mobility, sensory, learning or other physical or mental health impairment which may be permanent or temporary in nature; and
- b. experience functional restrictions or limitations of their abilities to perform the range of life's activities; and
- c. may experience attitudinal and/or environmental barriers that hamper their full and self-directed participation in life.

“Appropriate Documentation”

For the purpose of this Policy, appropriate documentation will be reflective of differences in the types of disabilities (e.g., physical, learning, mental). To be considered by the College, appropriate documentation must meet the following criteria:

- a. will normally be within the previous two years of the student's initial term of accommodation(s) at the College;

- b. will summarize the nature of the disability and provide an explanation of the functional impact of the disability in a post-secondary setting. A diagnosis alone is not sufficient to support a request for an accommodation. Documentation should also provide recommendations for accommodations.
 - i. Persons with Physical Disabilities: are required to provide appropriate and current documentation from a recognized and appropriate professional such as a licensed physician, specialist, ophthalmologist, certified audiologist or speech pathologist. If applicable, the documentation should also include the impact of medication on the student's ability to meet the demands of the post-secondary environment.
 - ii. Persons with Learning Disabilities: must provide appropriate and current documentation of disability. They must submit an assessment report from a recognized learning assessment specialist, who may be a school psychologist, a registered psychologist, or other appropriately accredited professional trained to do learning assessments. The assessment submitted to the College should be based on adult norms.
 - iii. Persons with Mental Health Disabilities: are required to provide appropriate and current documentation from a licensed physician, psychiatrist, psychologist or neurologist. The documentation must include a diagnosis and should include an explanation of the functional impact of the disability on the pursuit of post-secondary education. If applicable, the documentation should also include the impact of medication on the student's ability to meet the demands of the postsecondary environment.

“Reasonable Accommodation”

For the purpose of this Policy, reasonable accommodation refers to any adaptation, modification or alteration to the environment, instructional or evaluation methodology necessary to assist in access to college services, and courses or programs. Accommodation may also include alternate formats and methods of communication, and the use of assistive technology or the provision of special services through third party service providers. To be considered by the College, proposed accommodation requests must meet the following criteria:

- a. the accommodation must be based on documented individual need;
- b. the accommodation must not pose a threat to personal or public safety;
- c. the accommodation is not of a personal nature unrelated to the disability;
- d. the accommodation will assist the student to access College services;
- e. the accommodation does not compromise the essential requirements of a course or program;
- f. the accommodation does not impose undue hardship on the College.

Policy Statement

1. The ACATCM is committed to providing an inclusive environment for all students and recognizes the rights of students who live with a disability to receive reasonable and appropriate academic accommodation in their studies at the ACATCM. The Dean of Student assists in organizing the provision of these services;
2. The ACATCM assures that students are not denied admission based on any protected ground, including disability;
3. The ACATCM will protect the privacy, confidentiality and autonomy of students requiring academic accommodation, subject to sharing information when necessary to evaluate a request for academic accommodation or on a need-to know basis;
4. The ACATCM will consider and assess all academic accommodation requests on a case-by-case basis and in a timely and responsive manner;

5. The ACATCM will ensure the understanding of the academic accommodation process and that the reasonable accommodations are fully understood between all participating parties and that the student needing academic accommodation understands they are entitled to a reasonable accommodation, not a perfect accommodation or the particular accommodation requested.

Confidentiality and Retention

No mention of course or program accommodations will be included on a student transcript. Student files or student information of an identifying nature, are not to be removed from the

Faculty, staff and administration are all responsible for maintaining confidentiality. Personal documentation retained by the Dean of Students will be destroyed five years after a student's last registration.

Subject to the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act* of Alberta, the Dean of Students will not release any identifying information on students to any parties other than those involved in the provision of services to persons with disabilities.

A student with disabilities may authorize the Dean of Students to share relevant information from their file to assist in obtaining access, accommodations or services. This authorization will involve signing a Release of Information Agreement.

A student with a disability may request and authorize a third party to share confidential information with the Dean of Students. This authorization will involve signing a Consent for Obtaining Confidential Information Agreement.

Accommodation Request Procedure

1. Academic Accommodation generally follows the following steps:
 - a. Request for academic accommodation;
 - b. Provision of appropriate documentation;
 - c. General needs assessment; and
 - d. Decision and implementation.
2. Students requesting academic accommodation should be prepared to:
 - a. Identify the disability that gives rise to the need for an accommodation;
 - b. Provide details of the nature of the accommodation requested;
 - c. Provide supporting appropriate documentation;
 - d. Participate and cooperate in the process of assessing and determining a reasonable accommodation;
 - e. Discuss with each instructor and/or clinical supervisor how to make the academic accommodation work easily in his or her particular course; and
 - f. Meet the admission, progression, and graduation requirements that are essential to maintain academic integrity of the course or program, including the requirements for the student to acquire and demonstrate essential skills and knowledge related to course objectives and learning outcomes, and professional licensing requirements.

Request for Academic Accommodation

1. The request for academic accommodation is generally requested before the commencement of an academic term, therefore, the College encourages students seeking academic accommodation to

contact the Dean of Students as soon as possible, normally 2-3 months prior to semester start, to discuss their request of academic accommodation;

2. If accommodation requires the acquisition of special or additional resources not regularly available within the College, it is recommended that six months advance notice be given in order for the College to assess the accommodation request;
3. There is no requirement for students with disabilities to disclose their disability. However, to be considered for authorized accommodations under this Policy, students with disabilities must identify themselves to the Dean of Students and provide sufficient advance notice. Students must further provide appropriate documentation confirming their disability, and request academic accommodations through the procedures set forth in this Policy;
4. Returning students are required to contact the Dean of Students prior to/or at the very beginning of each semester in which accommodations are required;
5. Students needing an academic accommodation in relation to the scheduling of a class, test, or assignment shall make the request no later than ten business days prior to the due date of the coursework, class, test, or assignment at issue;
6. Requests shall be made in writing to their instructor(s) and the Dean of Students.
 - a. Should a student complete a test, or assignment and hand it in for marking, and later report extenuating circumstances to support a request for academic accommodation of the test, or assignment, such a request may be denied.

Provision of Appropriate Documentation

1. Students must provide appropriate and current documentation to confirm the nature and extent of their disability and the appropriateness of the accommodation sought;
2. Students are responsible for any costs incurred in receiving, acquiring or accessing documentation of disabilities;
3. If the initial documentation is incomplete, inadequate, or not current enough to determine appropriate accommodations, the Dean of Students shall require additional documentation. The cost of supplemental documentation will be the responsibility of the student.

General Needs Assessment

1. After appropriate documentation is accepted by the Dean of Students, that documentation will be deemed proof of the disability in question. Students requesting academic accommodation will meet with a designated contact person as appointed by the Dean of Students, and may include the Dean of Students or an instructor who, in accordance with this Policy, will assess the student's accommodation needs;
2. Accommodation request is assessed and provided on an individual, case-by-case basis;
3. The student with the instructor, Dean of Students, Office of the Registrar, or designated contact person will explore different accommodation options prior to determining if a reasonable accommodation exists;

4. A request for academic accommodation may be denied in cases of undue hardship to the ACATCM. In determining whether or not there is undue hardship the ACATCM may consider, among other things:
 - a. Financial cost to the college as a whole;
 - b. Significant disruption of operations;
 - c. Health and safety concerns;
 - d. Substantial interference with the rights of other individuals or groups;
 - e. Educational and professional licensing requirements.
5. After assessing the student's accommodation requests, the designated person of contact and Instructor(s) will determine if the student's needs can be reasonably accommodated.

Decision and Implementation

1. When a reasonable accommodation has been identified, the instructor, Dean of Students, Student Affairs officer, Office of the Registrar, or designated contact person will prepare a letter of accommodation to be provided to and signed by the student and the instructor and/or clinical supervisor and will retain a copy of the letter of accommodation;
2. If the student, instructor, Dean of Students, Office of the Registrar, or designated contact person has any concerns with the letter of accommodation, they have five business days to appeal the terms of the letter of accommodation to the Vice-President of Academic Affairs who will review the concerns and may consult with other college offices.
3. The Vice-President of Academic Affairs will either confirm or modify the letter of academic accommodation within five business days of receiving the appeal. The decision of the Vice-President of Academic Affairs is final;
4. Students must report any change in their condition or circumstances to their instructor, Dean of Students, Office of the Registrar, or designated contact person if the change may precipitate changes to their reasonable accommodation;
5. The student, Dean of Students, and the student's Instructor(s) are jointly responsible for ensuring that accommodations are arranged prior to or during the first two weeks of classes;
6. The VP of Academics reserves the right to review and make recommendations to the student and the College regarding the appropriateness and reasonableness of accommodations being requested within the context of the College environment and resources that are available;
7. It may be necessary to adjust or refine the type of academic accommodation a student requires. Students should meet with the Dean of Students to discuss amendments to their academic accommodations if something is not working well.

Accommodation for Examinations

Whenever possible, the College requires students to follow the normal procedure for writing examinations. However, if examination accommodation is required, the student must discuss their examination requirements with the Dean of Students and their Instructor(s) before or during the first two weeks of the semester. Failure to follow this procedure may mean that the instructor and/or the Dean of Students will be unable to accommodate the request.

The Dean of Students must receive requests for examination accommodations at least two weeks prior to the scheduled date of the examination.

Temporary Disabilities

1. Students with temporary disabilities must provide documentation to confirm the nature and extent of their disability and the appropriateness of the accommodation sought;
2. Documentation should summarize the nature of the disability and provide an explanation of the functional impact of the disability in a post-secondary setting. Documentation should also include estimated timelines for recovery and provide recommendations for accommodations. Students are responsible for any costs incurred in receiving, acquiring or accessing documentation of a temporary disability;
3. Where a student experiences a temporary disability during a semester and requires accommodations, the student should first contact their instructor(s) to discuss temporary reasonable accommodations. If the Instructor(s) is unable to provide the required temporary accommodations, the student should contact the Dean of Students for more extensive assistance;
4. Should the prognosis for a temporary disability appear to be longer than one semester, the student should contact the Dean of Students for additional assistance. The Dean of Students may require supplemental documentation in these cases. The cost of supplemental documentation shall be the responsibility of the student.

Review of Policy and Procedures

Every five years, the College will review this policy and seek input from stakeholders including student council, faculty, staff, and Directors as per our "*Periodic Review Policy*". However, the operation of this policy and its procedures may be reviewed before the five-year period should the need arise for amendments.