

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES POLICY

Policy Section & Number:		Effective Date:	May 23, 2019
Policy Owner:	Vice President, Academic	Last Revised:	April 23, 2021
Policy Administrator:	Director, Student Services	Review Scheduled:	April 23, 2025
Approver:	Executive Committee		
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator</i>			

A. POLICY STATEMENT

Keyano College is committed to being accessible to all members of the community, including persons with disabling conditions.

The College has a Duty to Accommodate Students with disabilities in compliance with the Duty to Accommodate Bulletin under the *Alberta Human Rights Act*.

The *Alberta Human Rights Act* states that an organization has a Duty to Accommodate to the point of Undue Hardship.

1. Guiding Principles

- 1.1. This policy applies to Students and is supported by Instructors, Access Strategists, and other Employees.
- 1.2. The policy reflects the most current interpretation of the Human Rights Act of Alberta.
- 1.3. Accommodations create the possibility of equitable participation for Students with disabilities.
- 1.4. Accommodations neither require nor imply that the College lower its academic and professional standards. Nor does Accommodation relieve Students of the responsibility to demonstrate the essential skills and competencies required by programs.
- 1.5. Accommodations for Apprentices who are completing their technical training at the College will be in alignment with the Special Requirements as outlined by Alberta's Apprenticeship and Industry Training (AIT).
- 1.6. The responsibility for meeting the Duty to Accommodate falls on the entire College community.
- 1.7. The College has a Duty to Accommodate to the point of Undue Hardship in the provision of its services.

- 1.8. Students needing an Accommodation are entitled to a Reasonable Accommodation, not a perfect Accommodation or the particular Accommodation requested.
- 1.9. The values of equity, confidentiality, collaboration, and integrity will guide the Accommodation Process.
- 1.10. Accommodations are provided on an individual, case-by-case basis to address the disability impacts of the Student.
- 1.11. The Student has the right to stop the Accommodation Process at any time.
- 1.12. Accommodations do not provide an unfair advantage to the Student and do not change the *Bona Fide* Educational Requirements of a course or program.
- 1.13. The coordination of Accommodations for Practicum Placements is the responsibility of the College in collaboration with Accessibility Services, other College Employees, and the organization hosting the Practicum Placement.

2. ELIGIBILITY

- 2.1 To be eligible to receive accommodations, Students must:
 - a. Have a Disability that impacts their functioning in the post-secondary learning environment.
 - b. Provide sufficient Documentation of Disability impacts.

B. DEFINITIONS

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| (1) | Access Strategist: | means the Keyano College Employee responsible for reviewing disability documentation and determining whether a Student qualifies for Accommodations. The Access Strategist will determine appropriate Accommodations and create the Letters of Accommodation and the Accessibility Plan. |
| (2) | Accessibility Plan: | means the plan developed by Accessibility Services (AS) to meet the needs of the Student with a Disability for Accommodation. |
| (3) | Accessibility Services (AS): | means the department at Keyano College responsible for supporting the Accommodations process and creating and coordinating Accessibility Plans. |
| (4) | Accommodation: | means making alterations to the delivery of services, courses of study or programs, or making modifications to physical environments to the extent necessary to address discrimination against a Student based on any protected ground. |
| (5) | Accommodation Process: | means a collection of steps that are taken to capture, evaluate, and implement an Accommodation request. |

- (6) **Act:** means the *Alberta Human Rights Act* in force at the relevant time.
- (7) **Alberta Apprenticeship and Industry Training (AIT):** means the provincial organization under Advanced Education responsible for the training of Alberta Apprentices.
- (8) **Apprentice:** means the individual completing industry training in a trade under AIT at Keyano College.
- (9) ***Bona Fide* Educational Requirements:** means the requirements that are a reasonable and justifiable component of the program that may limit entry to, or completion of a program or a course.
They include the admission, progression and graduation requirements that are essential to maintaining the academic integrity of a program, including those necessary for Students to acquire and demonstrate essential skills and knowledge.
- (10) **College:** means Keyano College.
- (11) **Disability:** means any degree of physical or mental disability as defined and interpreted pursuant to the Act, regardless of cause or duration. A protected ground under the Act.
- (12) **Duty to Accommodate:** means the legal duty to accommodate a person's needs based on a protected ground (as defined by the *Alberta Human Rights Act*) to eliminate discriminatory effects upon Students with disabilities.
- (13) **Employee:** means an individual, other than an Instructor, who is engaged to work for the College under an employment contract.
- (14) **Instructor:** means the Employee that is on record as the individual teaching a course, lab, or practicum placement.
- (15) **Practicum Placement:** means a placement that is a component of the learning environment to support Students in developing essential skills. It often takes place off-site (not on College premises) and is coordinated by a College department and an individual at the worksite.
- (16) **Reasonable Accommodation:** means an Accommodation that addresses discrimination based on a protected ground, such as Disability status, that does not create Undue Hardship for the College.

- (17) **Special Requirements:** means the term used by AIT to define Accommodations for exams and technical training.
- (18) **Student:** means an individual registered in a College credit course or program of study.
- (19) **Undue Hardship:** means the legal standard where a proposed Accommodation would create unreasonable hardship for the College. Undue Hardship is the point of accommodation that creates onerous conditions for the employer or service provider that could deem the accommodation to be unreasonable. It includes, but is not limited to, prohibitive costs, disruption, or interference with the proper or necessary functioning of the College, increased probability of health or safety hazards to any person or class, *Bona Fide* Educational Requirements, or substantial interference with the rights of other individuals or groups.

C. RELATED POLICIES

- Academic Standing Policy
- Accommodation for Students with Disabilities Procedure
- Examination Policy and Procedures
- Student Conduct Policy
- Substance Use Policy
- Testing Services Guidelines

D. RELATED LEGISLATION

- *Alberta Freedom of Information and Privacy Act*
- *Alberta Human Rights Act*
- *Post-secondary Learning Act*

E. RELATED DOCUMENTS

- Duty to Accommodate Students with Disabilities in Post-Secondary Institutions: Interpretive Bulletin (2010). Alberta Human Rights Commission
- College and Association of Registered Nurses of Alberta (CARNA)—Document Library

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/23/2019	New	All	Director, Student Services	Vice President Academic
04/23/2021	Revised	All	Director, Student Services	Vice President Academic