

## Accommodations for Students with Disabilities

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:		Cross Reference:	<ul style="list-style-type: none"> <li>• Duty to Accommodate Students with Disabilities in Post-Secondary Institutions: Interpretive Bulletin (2010). Alberta Human Rights Commission</li> <li>• Alberta Freedom of Information and Privacy Act</li> <li>• Post-secondary Learning Act</li> <li>• Academic Standing Policy</li> <li>• Examination Policy and Procedures</li> <li>• Substance Use Policy</li> <li>• Student Conduct Policy</li> <li>• Alberta Human Rights Act</li> <li>• CARNA</li> <li>• Students with Mobility Issues Safety Procedures</li> </ul>
Policy Owner:	Office the Registrar	Appendices:	
Policy Administrator:	Vice President Academic		
Approver:	Executive Committee		
Review Schedule:	Every 5 Years		

### 1. Policy Statement

Keyano College is accessible to all members of our community, including persons with disabling conditions. Accommodations will be provided, subject to reasonable limits, to services, policies, facilities and equipment to ensure full participation in the educational experience.

### 2. Background

Keyano College is committed to excellence in teaching and learning, industry training and applied research. We are responsive to meeting or exceeding the expectations of all learner stakeholders.

### 3. Policy Objective

- 3.1 Accommodations of students with disabilities will be provided that are reasonable and justifiable to ensure the environment does not have a discriminatory effect on the student and up to the point of undue hardship.

- 3.2 Students are responsible to disclose the need for an accommodation and provide supporting documentation of a disabling condition by a professional.
- 3.3 Students in safety-sensitive educational activities or courses are required to disclose to the health nurse any medication or prescription being taken that will affect their ability to safely participate in the activity. Failure to disclose conditions that are potentially dangerous to the student or others may result in student sanctions.

## 4. Scope

- 4.1 Accommodation is the process of adapting the delivery of services provided to all students or making alternative arrangements to eliminate a discriminatory effect upon a student with a disclosed disability.
- 4.1 Accommodations include but are not limited to:
  - Accessible facilities
  - Additional writing time for examinations
  - Assistive technology
  - Audio recording lectures/speech to text
  - Braille/large print
  - Extending deadlines for assignments
  - Adapting course assignments
  - Scribe/note taker/transcriber
  - Interpreter (sign, language)
- 4.3 Examination policy and procedures must include procedures for accommodations for students by instructors and will be limited to meet the essential learning outcomes and core competencies of each course and program as defined by the professional, licensing or accrediting body.
- 4.4 Accommodation does not lower academic standards nor relieves the student of the responsibility to develop the essential knowledge, skills and competencies expected of adult learners admitted to each program of study.
- 4.5 Students with disabilities may appeal a decision that the student feels violates their rights, as defined in the Student Code of Conduct Policy, and may appeal a decision based on appeal policy contained within the Student Code of Conduct Policy.
- 4.6 Illnesses that are transitory in nature may be considered a disabling condition if: the illness is chronic; recurring; and impacts ability to attend classes; and/or participate in class activities. Consideration for accommodations is given to temporary disabilities including such things as a concussion, injuries preventing task completion, post-operative recovery, etc.

## 5. Definitions

### 5.1 **Accessibility:**

Accessibility is a principle of Advanced Education's adult learning system to ensure every student is provided opportunity to get a post-secondary education. Learning opportunities must be provided to all students and accommodations are made for individuals who face barriers or who seek different paths to course or program completion.

**5.2 Accommodation:**

Accommodation is the process of making alterations to the delivery of services so that those services become accessible to more people, including people with disabilities, eliminating a discriminatory effect or environment and creating the possibility of equitable participation.

**5.3 Bona-fide Educational Requirements:**

Bona-fide Educational Requirements are 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.

**5.4 Disability:**

Disability is defined by the *Alberta Human Rights Act* as any degree of physical disability, infirmity, malformation or disfigurement, permanent or temporary, that is caused by bodily injury, birth defect or illness or mental disorder, developmental disorder or learning disorder, regardless of the cause or duration of the disorder.

**5.5 Documentation:**

Documentation is a report signed and dated by a qualified medical professional or registered psychologist qualified to diagnose. It will be current and describe how the disability, and treatment if applicable, impacts the individual's functioning in the academic setting.

**5.6 Duty to Accommodate:**

Duty to Accommodate is 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.

**5.6 Undue Hardship:**

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 prohibitive costs, disruption or interference with the proper or necessary functioning of the College, or increased probability of health or safety hazards to any person or class.

## **6. Guiding Principles**

- 6.1 The Alberta Human Rights Act (AHR Act) states that "*No person shall deny to any person or class of persons any goods, services, accommodations or facilities customarily available to the public, or discriminate against any person or class of persons with respect to any goods, services, accommodations or facilities that are customarily available to the public because of race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons.*" Keyano College recognizes its legal obligation to accommodate students with a disability.

- 6.2 Keyano College undertakes to accommodate students with disabilities up to the point of undue hardship on the college. Any decision by Keyano College not to accommodate at all, or only in part will be reasonable and justifiable. Students will be provided with a written summary of the decision. Students have the right to appeal any decision. Appeal procedures are contained within the Student Code of Conduct Policy.
- 6.3 Keyano College will make reasonable efforts to ensure that each of its employees support Academic Accommodations for students with disabilities in accordance with applicable law and this policy.
- 6.3 Keyano College has a duty to work collaboratively with students to develop a responsive Academic Accommodations Plan.
- 6.4 The determination of any accommodation is a shared responsibility. To determine the appropriate level of accommodation, consultation will take place with the student and a Disability Service Provider. The Disability Service Provider will then work with relevant departments to ensure accommodations are implemented in a timely and appropriate manner.
- 6.5 The provision of Academic Accommodations shall not lower the academic standards of Keyano College. Academic accommodation shall not remove the need for evaluation and the need to meet essential learning outcomes. Assessment or evaluation of student work will be based on ability and performance.
- 6.6 Students must provide documentation of their disability to access approved accommodation(s).
- 6.7 Keyano College endeavors to provide a safe environment for the individual as well as the class, instructors and the college community.

## 7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Student	<ul style="list-style-type: none"> <li>• Review policy on Accommodations for Students with Disabilities.</li> <li>• Choose to disclose that they have a disability.</li> <li>• Initiate accommodations when required.</li> <li>• To better ensure success, seek assistance for accommodation prior to course or program commencement, to allow as much lead time as possible.</li> <li>• Engage in dialogue with Accessibility Services to request accommodations.</li> <li>• Provide formal documentation to support disability from qualified professional.</li> <li>• Refer to the Student Code of Conduct for appeal information.</li> </ul>
Student Academic Support Services: Accessibility Services	<ul style="list-style-type: none"> <li>• Respond to student requests for accommodations.</li> <li>• Review documentation to support disability.</li> <li>• Develop, implement and review student accommodation plans.</li> <li>• Implement accommodations that are reasonable and justifiable.</li> <li>• Respect student confidentiality</li> <li>• Collaborate with instructors and other stakeholders to implement accommodations.</li> <li>• Connect students with disabilities to appropriate support services within the college and community.</li> <li>• Work with instructors on universal approach to eliminate barriers in the learning environment.</li> <li>• Provide information regarding requesting and accessing accommodations through multiple means and formats.</li> </ul>
Office the Registrar	<ul style="list-style-type: none"> <li>• Refer students who disclose need for accommodation(s) to Accessibility Services.</li> <li>• Provide access to policy and procedures to access accommodation(s).</li> <li>• Respect student confidentiality.</li> <li>• Outline criteria for Full-Time and Part-time status for students with disabilities.</li> </ul>
Instructors	<ul style="list-style-type: none"> <li>• Provide material in accessible format and multiple modes of presentation</li> <li>• Ensure access by applying Universal Design Learning (UDL) principles to the learning environment, such as: <ul style="list-style-type: none"> <li>○ Provide copies of course materials to students in advance on approved accommodation(s) requests.</li> <li>○ Support option to audio record lectures.</li> <li>○ Provide feedback on evaluations in a timely manner.</li> </ul> </li> <li>• Facilitate accommodations in clinical and practicum placements.</li> <li>• Respect student confidentiality.</li> </ul>
Vice President Academic	<ul style="list-style-type: none"> <li>• Ensure range of accommodations are available.</li> <li>• Ensure that students have equal access to request services under Accessibility Services.</li> <li>• Ensure the policy and procedures are easily accessible and widely distributed.</li> </ul>

Testing Services	<ul style="list-style-type: none"> <li>• Proctor accommodated exams</li> <li>• Collaborate with instructors and Accessibility Services to implement testing accommodations.</li> </ul>
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## 8. Policy Management

Policy Title:	Accommodations for Students with Disabilities or Disabling Conditions
Approval Date:	October 1, 2019
Effective Date:	October 1, 2019
Historical Review Dates:	
Next Review Date:	2024
Related Legislation:	Alberta Human Rights, Citizenship and Multiculturalism Act
Supersedes Policies:	2.16 Students with Disabilities
Monitoring/Frequency:	Annually
Policy Owner:	Office of the Registrar
Policy Administrator:	Vice President Academic
Policy Coordinator:	Executive Assistant, Vice President Academic