

 Policies and Procedures		Number 3300		Accessibility Services for Students with Specific Disabilities	
		Replaces		B3003.1	
		Effective		2017-09-01	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2017-06-14	
Registrar	Department Head, Student Access and Support	Recommended/Approved by Education Council		n/a	
		Approved by President		2017-06-15	

1. PURPOSE

- 1.1 The purpose of this policy is to facilitate the College's role in providing fair and equitable access to educational opportunities for students with disabilities according to their individual needs, and in a manner that is consistent with academic principles. The policy also outlines the responsibilities of students with disabilities in accessing academic accommodations and support services at the College.
- 1.2 Through the provision of reasonable academic accommodation and by removing barriers to access for students with disabilities, Selkirk College aims to foster an inclusive college community which provides all students with quality educational opportunities that allow for both an accessible learning environment and the opportunity for students to demonstrate their knowledge and skills fully. Selkirk College is committed to providing students with disabilities access to College programs and facilities, and to welcome students with disabilities as participating members of the College community.

2. SCOPE / LIMITS

This policy applies to the determination and provision of academic accommodations and related support services for students with documented disabilities who are attending, or who are planning to attend, the College in either one or more credit or non-credit courses.

3. PRINCIPLES AND GENERAL POLICY

- 3.1 The College recognizes its responsibility to provide students with disabilities with access to College services, programs, and facilities. The College will provide reasonable academic accommodation, and will remove barriers to access, for students with disabilities who are academically qualified, providing them with opportunities to achieve their educational goals and to participate fully in the college community.
- 3.2 Provision of academic accommodations will not result in modification of the academic standards of the College, nor remove the need for evaluation and the requirements to meet essential learning outcomes for a course or program.
- 3.3 The College will provide reasonable accommodation for students with disabilities up to the point of undue hardship.
- 3.4 Students seeking academic accommodation for a disability will be required to self-disclose their disability and to provide appropriate supporting documentation to the Accessibility Coordinator. In exceptional cases, if there is strong evidence of a disability, trial

accommodations may be recommended for one semester while documentation is being obtained.

- 3.5 A student who chooses not to disclose a disability, and who is unsuccessful as a consequence, is likely to jeopardize the success of any appeal based on the College's failure to accommodate the disability. Similarly, a student who discloses a disability but who chooses not to follow through with the planning process for accommodations or to utilize appropriate supports that have been recommended by the Accessibility Coordinator, undermines his/her ability to challenge the College.
- 3.6 The College will treat disability-related information obtained as confidential as designated by the Freedom of Information and Protection of Privacy Act of BC.
- 3.7 Students with disabilities applying for admission to Selkirk College programs are expected to meet the published admissions and pre-requisite requirements for their desired program. It is also expected that with reasonable accommodation the student will be capable of meeting the performance standards required for their course or program. Students cannot be admitted if their admission represents a safety hazard to the student or to others.
- 3.8 Reasonable efforts will be made to remove barriers and to provide access to College facilities for students with disabilities.
- 3.9 The College will ensure that faculty and staff are knowledgeable about relevant College policies and procedures related to accommodating students with disabilities and will provide opportunities for faculty and staff to become familiar with issues regarding persons with disabilities.

4. DEFINITIONS

- 4.1 **Student** – for the purpose of this policy, a student is defined as a person who is registered in one or more credit or non-credit courses offered by the College, or who is a prospective student who has submitted an application for admission to the College.
- 4.2 **Disability** – persons with disabilities are persons who:
 - a) have a significant and persistent mobility, sensory, learning, or other physical or mental health impairment which may be permanent or temporary; and
 - b) experience functional restrictions or limitations of their ability 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.
- 4.3 **Reasonable Academic Accommodation** – is a change in the allocation of College resources or in teaching or evaluation methods designed to meet the specific needs of a student with a disability. Academic accommodations can range from modification of evaluation methods such as provision of additional test-taking time or use of adaptive equipment to complete exams, to modification of instructional practices such as use of sign language interpreters or note takers, to changes in course load to accommodate disability-related needs. In all cases reasonable academic accommodations must:
 - a) be based on documented individual disability needs;
 - b) allow the most integrated experience possible;
 - c) not compromise essential requirements of a course/program; and

- d) not pose a threat to personal or public safety.

5. RESPONSIBILITIES

5.1 Accessibility Coordinator Responsibilities

- 5.1.1** The Accessibility Coordinator is responsible for reviewing a student's disability documentation, for determining and recommending reasonable academic accommodations in consultation with the student, and for coordinating, facilitating, and providing advisory support to the student and College staff and faculty, in the implementation of academic accommodations and supports for students with disabilities.
- 5.1.2** The Accessibility Coordinator will contact instructional staff/faculty directly to discuss a student's disability-related limitations and/or accommodation needs in circumstances where collaboration or discussion is needed in order to appropriately accommodate the student, or where there is likelihood that determination of appropriate accommodation will be complex.
- 5.1.3** Instructional Staff/Faculty and the Chair responsible for the student's program will be officially notified of a student's disability status and the student's range of eligible accommodations (including classroom and exam related accommodations) through a Memorandum of Academic Accommodation prepared by the Accessibility Coordinator for their feedback. In the event that the School Chair or instructional staff/faculty have concerns regarding the recommendations made by the Accessibility Coordinator, the Accessibility Coordinator and faculty member(s) will work collaboratively to assess which accommodations will be appropriate for the course or program involved given the principles outlined in Section 3 of this Policy. The Accessibility Coordinator will retain a hard copy of the student's Accommodation form in the student's Accessibility Services for Students with Disabilities file.

5.2 Instructional Staff/Faculty Responsibilities

- 5.2.1** Instructional staff/faculty are responsible for working in collaboration with the Accessibility Coordinator. This includes reviewing the recommended range of academic accommodations outlined in the student's Memorandum of Academic Accommodation and assisting in their implementation as required. Instructional staff/faculty are expected to contact the Accessibility Coordinator as early in the term as possible if the recommended accommodations would compromise the essential learning outcomes for their course, or would pose a threat to safety, or if other issues arise related to these recommendations. The Accessibility Coordinator will then work with the instructor(s) to determine the range of accommodations that would be appropriate for the particular course given these factors.
- 5.2.2** Instructional staff/faculty will consult with the Accessibility Coordinator as early as possible when academic or behavioral concerns arise where a disability is suspected or known to be a contributing factor. Where disability-related circumstances are involved, instructional staff/faculty, the Accessibility Coordinator, and when appropriate, the associated Dean or Chair, will work collaboratively to determine an appropriate plan for accommodation in consideration of the student's disability as well as academic principles and course/program requirements.

5.3 Student Responsibilities

- 5.3.1** In order to allow for sufficient time to establish and implement reasonable accommodations, all new and prospective students with disabilities are required to provide reasonable notice, preferably one semester before they intend to begin their studies, of their intention to attend Selkirk College and their request to access academic accommodation for their disability.
- 5.3.2** A student with a disability who requires accommodation(s) must supply supporting documentation of their disability to the Accessibility Coordinator. The student is responsible for the cost of obtaining this documentation.
- 5.3.3** All new and returning students are required to contact the Accessibility Coordinator at the beginning of each course to discuss their disability-related needs and to obtain a current Memorandum of Academic Accommodation.
- 5.3.4** Students should contact the Accessibility Coordinator as soon as possible to discuss their situation if they become disabled either temporarily or permanently or if their disability status changes significantly during their term at the College.
- 5.3.5** At the beginning of each course, Students are expected to meet with each instructor from whom they are requesting academic accommodation to provide them with a copy of their Memorandum of Academic Accommodation, and to discuss implementation of their accommodations. The Accessibility Coordinator may contact the student's instructors in advance, or may meet with the student and their instructors, if requested to do so by the student.
- 5.3.6** Students are responsible for following the procedural requirements for implementing their eligible academic accommodations, as outlined by the Accessibility Coordinator, including the requirement to request specific accommodations in a timely manner.
- 5.3.7** Students are responsible for requesting exam accommodations in a timely manner. All requests for exam and other test accommodations should be received by the Accessibility Services Assistant/Learning Skills Coordinator preferably at the start of each course, or at least one week before the date of a test or exam. Students are required to request accommodations for final exams no later than one week before the start of the final exam period.

6. PROCEDURES

6.1 Documentation Requirements

- 6.1.1.** Students seeking academic accommodation for a disability will be required to provide appropriate supporting documentation. Documentation of disability must be current and prepared by an appropriately qualified professional. The Accessibility Coordinator will provide specific guidelines for what constitutes acceptable documentation for a specific disability. The documentation should speak to the student's current condition and should be no more than five years old. If a student's disability circumstances change, or if their disability is temporary in nature, updated documentation must be provided in order to support changes in/continuation of academic accommodation.

- 6.2 Students complete an intake consultation with the Accessibility Coordinator to review disability documentation, discuss the student's particular disability related circumstances and their program of study, and to determine and recommend reasonable academic accommodations and supports.
- 6.3 Following this meeting the Accessibility Coordinator drafts the Memorandum of Academic Accommodation, which outlines the recommended academic accommodations, and sends this document to the student's instructors and the School Chair for their feedback.
- 6.4 Instructors and the School Chair must respond with any feedback within the designated time frame stated on the student's Memorandum of Academic Accommodation.
- 6.5 Once agreement is reached regarding the student's eligible academic accommodations, the Accessibility Coordinator will implement the accommodations.
- 6.6 If issues arise throughout the term, the student or instructor are encouraged to contact the Accessibility Coordinator as soon as possible.

7. Appeals

If a student is not satisfied with the decisions made under this policy, they should first discuss their concerns with the Accessibility Coordinator. If a resolution is not reached, the student can pursue an appeal of the decision by following Selkirk College's published appeals process.

8. OTHER RELEVANT POLICIES

8400 Student Appeals Policy