

Title:	Services for Students with Disabilities
Category:	Education/Student Services – General (Students)
Policy No.:	E1005
Replaces:	E1005 – Services for Students with Disabilities
Applicability:	Students with Disabilities
Effective Date:	November 4, 2008
Source(s):	Langara Council
Approval:	[President’s signature is on the original copy of this policy]

1. PURPOSE

This policy describes and outlines the rights and responsibilities of students who request accommodation for disabilities. It also reflects the statutory duty of the College and its employees to make reasonable accommodations.

2. DEFINITIONS

Accommodation: a change in the allocation of College resources, College procedures or in teaching or evaluation procedures which is designed to meet the individual needs of a student with a disability.

Dean: Dean of Student Support Services.

Department: the Department of Services for Students with Disabilities.

Documentation: written verification of the diagnosis, symptoms, functional limitation(s) and/or impact within the post-secondary setting, and accommodation recommendations of a student with a disability. Documentation must conform to the Ministry definitions and standards.

Disability: a significant and persistent mobility, sensory, learning, or other physical or mental health impairment which has some degree of permanence, which causes or creates functional restrictions or limitations on the ability to perform the range of life’s activities; and which may create attitudinal and/or environmental barriers that hamper a person’s full and self-directed participation in life.

Manager: Manager of Services for Student with Disabilities.

Ministry: the Ministry responsible for post-secondary education.

Temporary disability: a significant and persistent mobility, sensory, learning, or other physical or mental health impairment which is temporary, which causes or creates functional restrictions or limitations on the ability to perform the range of life's activities.

Student: is a person who is registered in full-time or part-time credit or non-credit courses offered by the College; or has formally applied to the College.

3. AUTHORITY

3.1 Related Acts and Regulations

[B.C. Building Code Regulation](#)

[B.C. College and Institute Act](#)

[B.C. Freedom of Information and Protection of Privacy Act](#)

[B.C. Human Rights Code](#)

[Canada Copyright Act](#)

[Canadian Charter of Rights and Freedoms](#)

3.2 Related Policies

[Access to Information](#)

[Diversity](#)

[Human Rights](#)

[Student Academic Conduct](#)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

5. POLICY

Student Responsibilities

5.1 All students are required to meet Langara College admission, prerequisite, and academic requirements.

5.2 Students are required to self-identify and bring requests for accommodation or changes in accommodation to the attention of the Department allowing for adequate time for response.

College Responsibilities

- 5.3 The College will make its courses and programs accessible to students with disabilities in accordance with the Human Rights Code (BC) and the Canadian Charter of Rights and Freedoms.
- 5.4 The College will provide reasonable accommodation to students with disabilities on the basis of current documentation. In exceptional circumstances, as determined by the Manager, the College may offer a student provisional accommodation for a limited period of time pending submission of complete and acceptable documentation.
- 5.5 The College may provide accommodations to students with temporary disabilities on a case by case basis as determined by the Manager.
- 5.6 Accommodation will be reasonable within the context of the learning environment and will not:
 - a. compromise the essential requirements of a course/program; or
 - b. pose a threat to personal or public safety; or
 - c. impose undue hardship on the College.
- 5.7 The Manager is responsible for making final decisions regarding reasonable accommodations. Once reasonable accommodations have been determined by the Manager, implementation of those accommodations is a collaborative activity between College employees.
- 5.8 The College will provide information to students with disabilities concerning accessing programs and services. This includes publicizing the special services available at Langara College and providing this information in alternate formats.
- 5.9 The College will provide information to employees on policies and procedures relating to students with disabilities.
- 5.10 All personal information regarding students with disabilities obtained by the College under this policy is presumed to be supplied in confidence. Disclosure of personal information is governed by the BC Freedom of Information and Protection of Privacy Act.
- 5.11 The College recognizes the relationship between building design and the provision of a quality learning environment for students with disabilities. The Director, Facilities and Purchasing, and the Manager will undertake regular review of physical access requirements.

- 5.12 The College will work collaboratively with partner and government agencies to identify issues, provide services, and access provincial support systems to optimize services for students with disabilities at the local and provincial level.

6. GUIDELINES/STANDARDS

B.C. Disability Articulation Committee. B.C. Disability Definition and Accommodation Matrix. Vancouver, 2008.

7. EXCEPTIONS

Not applicable.

8. PROCEDURES

Student Responsibilities

- 8.1 Students are required to provide the necessary current documentation to the Department as follows:
- a. For new students or students who are returning after a break of three (3) semesters usually no more than three (3) years will have elapsed between the time of assessment and the date of the initial request for accommodation.
 - b. For continuing students, new or updated documentation may be required when the student's functional limitation(s) has shown significant change (i.e. either an improvement or deterioration of status has taken place or is expected to take place) or when the student's accommodation request has changed.
- 8.2 Students assume the costs associated with diagnostic services and documentation.
- 8.3 Students are responsible to meet the deadlines established by the Department concerning accommodations. Deadlines include, but are not limited to: appointments for initial intake interviews; preparation of letters for instructors; making exam bookings; obtaining material in alternate formats; and other time sensitive services.

College Responsibilities

- 8.4 The Department will consider all relevant documentation to ensure that decisions regarding accommodations are based on appropriate and current medical information as well as educational considerations as defined by the Ministry standards.
- 8.5 An instructor who is approached by a student with a disability seeking accommodation shall refer the student to the Department.
- 8.6 Students and instructors may request a review of a decision by the Manager in writing to the Dean after informing the Manager. The request for review must state the grounds upon which the request is based. Students and instructors are expected to make every effort to resolve the concern with the Manager before requesting such a review.
- 8.7 The Dean may appoint a panel to provide technical advice and assistance to the Dean during a review of a Manager's decision. This review panel will consist of health or disabilities services professionals with related relevant experience and expertise.

9. RESPONSIBILITY

For inquiries relating to this policy, contact the Dean of Student Support Services.

10. APPENDICES

Not applicable.