

# E1005 – ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES PROCEDURES

## 1. Student Responsibilities

Students requesting academic accommodations must register with Accessibility Services, provide appropriate documentation, and adhere to outlined procedures and deadlines. Please refer to Accessibility Services' [Student Responsibilities](#) webpage.

### Accommodation Process

#### 1.1 Book an intake appointment:

- a. Students are required to book an intake appointment and provide appropriate medical documentation, with reasonable notice, preferably at least three (3) months prior to the start of the semester, to allow adequate time to arrange academic accommodations. Some accommodations, such as books in alternate format, Sign Language Interpreters, or TypeWell Transcriber services, may take several months to arrange.

#### 1.2 Provide documentation:

- a. The specific type of documentation will depend upon the nature of disability, nature of requested accommodations and whether the documentation is for the purpose of Ministry funding and/or for academic accommodations. Please refer to the definition of documentation in the E1005 Policy.
- b. Prior to obtaining documentation, please contact an Accessibility Services Consultant if you are unsure what information is required.
- c. The medical professional must clearly indicate the impacts of the diagnosed disability(ies) in the educational setting. In applicable cases, additional medical documentation or information may be required. Please refer to the definition of appropriate medical professional in the E1005 Policy.
- d. Documentation must be current:
  - a. Students must provide documentation that has been issued within the last three years with the exception of a learning disability where a full psycho-educational assessment must be less than five years old or completed at the age of 18 or older.

- b. New or updated documentation may be required when the student's functional limitation(s) has shown an improvement or deterioration or when the student's accommodation request has changed.
- c. Accessibility Services may request new or additional documentation from students who are returning after a break of three or more semesters.
- e. Students are responsible for any costs associated with diagnostic services and documentation. There may be funding available for eligible students pursuing psycho-educational or medical assessments. An Accessibility Services Consultant can provide guidance on funding options.

### **Once Academic Accommodations are Approved**

Students are expected to follow the processes outlined below and instructions given by Accessibility Services staff. Failure to do so may result in an approved academic accommodation not being available.

- 1.3 Submit a Semester Request via the Accommodate student portal for academic accommodations each semester by the published deadline.
- 1.4 Obtain Accommodation Letter via the Accommodate student portal:
  - a. Review and sign the Student Responsibility form
  - b. Review the guidelines for applicable academic accommodations
- 1.5 Provide Accommodation Letters to instructors immediately upon receipt and set up an appropriate time to review the implementation of their academic accommodations.
- 1.6 Schedule applicable exam accommodations according to published instructions and deadlines.
- 1.7 Request time-sensitive services/academic accommodations, such as course materials in alternate format and Sign Language interpreting, every semester immediately upon registering in courses and according to instructions from Accessibility Services.
- 1.8 Students must contact their Accessibility Services Consultant immediately if they want to make any requests for academic accommodation changes.
- 1.9 Students who miss the Semester Request deadline may be eligible for a late approval for Final Exam accommodations.

- 1.10 Students should inform Accessibility Services immediately if they are not receiving their approved academic accommodations. (Accessibility Services will work with instructors/program to assess applicability of the academic accommodation; initiate essential requirement reviews as needed; and provide guidance and/or assistance with implementation if appropriate).
- 1.11 Students who are not satisfied with an academic accommodation decision should refer to the Dispute Resolution section in this document.

## **2. College Responsibilities**

### **Accessibility Services**

- 2.1 Accessibility Services will determine academic accommodations taking a holistic approach in reviewing all relevant information, including but not limited to:
  - a. Student academic accommodation request and history
  - b. Appropriate medical documentation and supplemental information
  - c. Course considerations (e.g. format/structure, essential requirements, setting, practicum/clinical/co-op site and relevant external bodies, etc.).
    - a. Academic accommodations determined for courses may not be applicable in practicum/clinical/co-op settings.
- 2.2 Accessibility Services will facilitate and collaborate with instructors and other College departments on implementing academic accommodations.
  - a. For academic accommodations in practicum/clinical/co-op or other external sites, Accessibility Services will consult with the relevant course/program and may liaise with site and relevant external bodies (e.g. health authorities, school boards, government ministries, host employers, etc.), as requested. Final implementation is subject to respective site requirements, rules, and regulations.

### **Instructors**

- 2.3 Instructors who receive an academic accommodation request from a student must:
  - a. Read the academic Accommodation letter issued by Accessibility Services.
  - b. Be available to meet with the student to discuss their approved academic accommodations in a confidential setting (in-person or online), when requested or required.

- c. Implement and/or assist Accessibility Services to implement the academic accommodations (e.g. providing Accessibility Services with course information, exams, and other course materials on a timely basis, as applicable and requested by Accessibility Services).
  - a. For academic accommodations in practicum/clinical/co-op or other external sites:
    - i. Instructors/program to liaise with the site and relevant external bodies (e.g. health authorities, school boards, government ministries, host employers, etc.).
    - ii. Instructors/program may need to collaborate with Accessibility Services.
    - iii. Instructors/program to direct student to share accommodation letter with external site to facilitate on-site accommodations, if applicable.
    - iv. In cases where advanced accommodation planning is required with the site, instructor/program to obtain written consent from the student to share accommodation needs with the site directly, after accommodations have been approved.
- d. Contact Accessibility Services immediately if you have any concerns regarding the implementation or applicability of an academic accommodation in your course/practicum/clinical, or whether an accommodation may alter the essential requirements. (Accessibility Services will work with instructors/program to assess applicability of the academic accommodation; initiate essential requirement reviews as needed; and provide guidance and/or assistance with implementation if appropriate).
- e. Refer students to Accessibility Services if an essential requirement review has already taken place and the academic accommodation has been determined to alter the essential requirements of the course/program.
- f. Consult with Accessibility Services to resolve academic accommodation and access issues as they arise. (Accessibility Services will work with the instructor and student for resolution).

- 2.4 Instructors who receive an academic accommodation request from a student who does not have an academic Accommodation Letter are to refer the student to Accessibility Services.

### **3. Dispute Resolution**

#### **Students**

- 3.1 A student may request a reconsideration of an academic accommodation decision by email or appointment with their Accessibility Services Consultant.
- 3.2 If the dispute cannot be resolved between the student and their Consultant, the student may request a reconsideration of an academic accommodation decision by email to the Director, Accessibility Services. The request must include the academic accommodation decision the student disagrees with, the student's rationale for their request, and any new or additional supporting documentation.
- 3.3 If the dispute cannot be resolved between the student and the Director, the student should refer to the Appeals section in this document.

#### **Instructors**

- 3.4 Instructors who are unable to resolve concerns with Accessibility Services about implementing an academic accommodation should contact their Division Chair, Academic Dean, or Program Manager/Director for guidance.

### **4. Appeals**

This procedure applies to students who wish to appeal an academic accommodation decision in cases where a dispute was not resolved through the Dispute Resolution procedures.

#### **Grounds**

- 4.1 An appeal must be based on one of the following grounds:
  - a. Following a reconsideration of an academic accommodation decision, the student maintains they have a documented unmet accessibility need.
  - b. The student disagrees with the essential requirement review decision that an academic accommodation is not available on the basis it would alter the essential requirements of a course/program.

#### **Process**

- 4.2 If the dispute cannot be resolved between the student and the Director, the student may submit a written appeal by email to the Associate Vice-President,

Students (AVPS). The appeal must include the academic accommodation decision the student disagrees with and the student's rationale for their appeal. The student may be contacted to provide more information.

- 4.3 The student will receive a response acknowledging receipt of the appeal within five (5) working days of submission.
- 4.4 The AVPS may consult with external resources for advice and assistance including, but not limited to, the Ministry, medical and legal professionals, during a review of the Director, Accessibility Services' decision. The AVPS may request information from Accessibility Services and Langara instructors/program as part of the decision-making process.
- 4.5 The decision of the AVPS is final and not subject to further appeal.