

Policy Number:	5051
Policy Title:	<b>Academic Accommodations for Students with Accessibility Needs</b>
Approved by:	Senate
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## 1. Policy Statement(s)

- 1.1. University Canada West (the "University") is committed to providing opportunities for students requiring academic accommodations to the known functional limitations of an otherwise qualified student with a documented disability or persistent or prolonged condition. The provision of reasonable academic accommodations allows students to meet their educational goals while ensuring academic standards and essential learning requirements are maintained.

## 2. Purpose

- 2.1. The purpose of this Academic Accommodation for Students with Accessibility Needs Policy (the "Policy") is to describe the principles and responsibilities in the provision of appropriate and reasonable academic accommodations consistent with relevant human rights principles. Academic accommodation provides students with a documented disability and persistent or prolonged conditions equitable access to education. Students have the right to accommodations in accordance with the British Columbia Human Rights Code.
- 2.2. The University will take all measures short of undue hardship to provide reasonable academic accommodations consistent with the Code and other relevant legislation.

## 3. Scope

- 3.1. The Policy applies to all students with a documented disability or persistent or prolonged conditions who self-identify and require institutional academic accommodation and/ or services to pursue their educational goals.
- 3.2. This policy does not apply to temporary health issues. When there is uncertainty as to whether a student has a temporary health issue or accommodation requirements, students, faculty, department chairs, and staff should consult with and be guided by Accessibility Services.

## 4. Definitions

- 4.1. The following definitions apply to all terms as they are used in the Policy and related 5051p Academic Accommodation for Students with Accessibility Needs Procedure (the "Procedure").

<b>Word/ Expression</b>	<b>Definition</b>
<b>Appeal</b>	A request made to a person holding a position of authority to change or overturn a previous decision.
<b>Disability</b>	Any permanent, temporary or recurring mobility, sensory learning or other physical or mental health impairment which causes functional restrictions or limitations on a student's ability to perform the range of activities necessary to fully participate in studies at the post-secondary level. Limitations caused by disabilities may be constant or may be more sporadic in nature.
<b>Documentation</b>	A written document which confirms a student's disability or persistent or prolonged condition, featuring detailed information about its functional impact in a post-secondary setting. This documentation must be current (within three years) and come from a certified healthcare professional(s) who has expertise in the diagnosis of the condition(s) for which the accommodation(s) and/ or service(s) in question are being requested. Documentation must include the qualified health professional's signature, credentials, license, and registration number.
<b>Essential Learning Requirements</b>	The knowledge and skills which must be demonstrated for a student to meet their learning objectives. At times, it may be necessary for students to demonstrate this learning objective in a prescribed manner.
<b>Persistent and Prolonged Conditions</b>	Any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation that restricts the ability of a person to perform the daily activities necessary to pursue studies at a postsecondary school and has lasted, or is expected to last, for a period of at least 12 months but is not expected to remain with the person for the duration of their life.
<b>Reasonable Academic Accommodation</b>	The necessary modification or extension of University resources, or of teaching or evaluation procedures that addresses the limitations experienced by a student with disabilities or persistent or prolonged condition in a manner that allows them to meet the essential learning requirements of a course or program of study without resulting in undue hardship to the University.
<b>Student</b>	A person who is actively enrolled in classes at the University.
<b>Temporary Health Issues</b>	Medical impairments or injuries that are unrelated to a Disability or Persistent or Prolonged Condition and are likely to be substantially resolved in less than one term.
<b>Undue Hardship</b>	The limit of the University's accommodation obligation, and may refer to activities, impacts or effects that would result in undue or excessive costs for the University (considering sources of outside funding available) or unreasonably interfere with the health and safety or other rights of other members of the University community. Undue hardship is considered individually, within the full context of a particular request for reasonable academic accommodation.

## 5. Policy Principles

- 5.1. The University recognizes and affirms that all students deserve a welcoming, accessible, inclusive, and respectful educational experience and commits to identifying and removing institutional barriers that prevent access and impede the academic success of students.
- 5.2. The University will provide reasonable academic accommodations, up to the point of undue hardship, in course and program-related activities for students with disabilities or persistent or prolonged conditions. Academic accommodations must be reasonable and follow these principles:
  - 5.2.1. Be based on individual circumstances;
  - 5.2.2. Respects the student's right to dignity;
  - 5.2.3. Allows for the most integrated and inclusive experience possible;
  - 5.2.4. Do not compromise essential learning requirements of a course or program;
  - 5.2.5. Do not pose a threat to personal or public safety;
  - 5.2.6. Do not impose an undue hardship on the University;
  - 5.2.7. Are not of a personal nature.
- 5.3. The process of academic accommodation for students represents a shared responsibility between the student and the University.

## 6. Responsibility

**Students** requesting academic accommodation(s) have the responsibility to:

- 6.1. Identify their disability or persistent or prolonged condition needs to Accessibility Services in a timely manner. A delay in notifying Accessibility Services of a request for Accommodation may result in the request not being assessed or implemented in time for the start of a course or program for which accommodation(s) is sought;
- 6.2. Provide sufficient official documentation which outlines functional limitations to support the request for academic accommodations;
- 6.3. Fulfill the same or functionally equivalent University admissions requirements, course prerequisites, and essential learning requirements;
- 6.4. Notify Accessibility Services of any changes to their identified functional limitations or academic accommodation requirements;

- 6.5. Actively participate in the academic accommodation planning process by working collaboratively with Accessibility Services in the identification and implementation of reasonable academic accommodations;
- 6.6. Communicate with faculty, department chairs, staff and other relevant individuals to the extent necessary to give effect to their academic accommodations;
- 6.7. Submit an appeal to Accessibility Services in the event of concerns regarding the decision or adequacy of the provision of their academic accommodation(s).

The **University** has the following responsibilities:

- 6.8. Provide an inclusive and welcoming environment for students with disabilities and persistent or prolonged conditions;
- 6.9. Maintain confidentiality with respect to any personal information of students that is shared to facilitate the academic accommodation;
- 6.10. Direct students seeking academic accommodations to Accessibility Services;
- 6.11. Ensure that all relevant individuals are aware of this policy and their responsibilities under it;
- 6.12. Implement academic accommodation plans as outlined in the accommodation letter, up to the point of undue hardship, in a timely manner such that the student can access the academic accommodation for the situation when needed;
- 6.13. Implement approved reasonable academic accommodation(s) without compromising the academic integrity, essential learning outcomes or professional standards of the program or course of study;
- 6.14. Consult with Accessibility Services, members of an academic department and/ or the department chair in the event of concerns regarding academic accommodation(s).

The **Accessibility Services** has the following responsibilities:

- 6.15. Maintain confidentiality with respect to any personal information of students that is shared with the faculty, department chair, or staff member to facilitate the academic accommodation;
- 6.16. Gather and review the necessary documentation and relevant information provided by the student to assess the functional impact of their documented disability or persistent or prolonged condition;

- 6.17. Work with students to identify reasonable academic accommodation(s) for their program or course of study and develop an accommodation plan, in a timely manner, that respects the student's dignity and promotes inclusion, integration, and full academic participation;
- 6.18. Direct students to appropriate wellness supports and resources at the appropriate time, as deemed necessary;
- 6.19. Issue an official accommodation letter listing the academic accommodation(s) available for a given student;
- 6.20. Implement an accommodation plan that includes the accommodated learning assessment and articulation of essential learning requirements in collaboration with faculty, department chairs, and staff in relevant departments.

The **Registrar** has the following responsibilities:

- 6.21. Keep a record of a student's accommodation letter and all documentation relating to appeal and resolution procedures, including decisions.

The **Director of Student Affairs and Services** has the following responsibilities:

- 6.22. Review and determine outcomes of academic accommodations appeals.

The **Vice President Academic** or their designate(s) has the following responsibilities:

- 6.23. Review and determine the final outcomes of academic accommodation appeals.

## 7. Related Legislation

- [British Columbia Human Rights Code](#)
- [Accessible BC Act](#)
- [Personal Information Protection Act](#)
- [Health Care Professional Act](#)

## 8. Associated Policies

Policy Number	Policy Title
6751	Information Privacy and Security
1510	Student Complaint Resolution Policy
9015	Student Records

**9. Associated Procedures**

<b>Procedure Number</b>	<b>Procedure Title</b>
Policy #5051p	Academic Accommodation for Students with Accessibility Needs Procedure