

## Accommodation of Learners with Disabilities Procedure

### Parent Policy

Learner Accommodation Policy #500-1-4

### Purpose

The purpose of this procedure is to outline the shared responsibilities of Bow Valley College and the learner in the duty to accommodate as it relates to learners with disabilities.

### Scope

This procedure applies to learners, employees and representatives of the college within all campuses, course/program delivery modalities, activities, services and facilities.

### Compliance

Employees (including contractors) and learners are responsible for knowing, understanding, and complying with this procedure to the extent that it relates to their position, employment, or enrolment at the College.

### Procedures

1. It is the responsibility of the learner requesting accommodation for the barriers created by a disability to do so as soon as possible once they are admitted to their program of study, at minimum four (4) months before the start date of their program.
  - 1.1. The learner shall make the request to Learner Success Services (LSS) in writing (Attachment A appended to this procedure).
  - 1.2. Any delay in requesting accommodation may affect the College's ability to make any necessary arrangements and may result in limited options for accommodations and/or delay in commencement of studies.
  - 1.3. The learner's request for accommodation shall include their written signature and shall identify the barrier created by the disability.
  - 1.4. Submission of the written request, with signature, attests to the fact that the learner is submitting a bona fide claim. A copy of the request should be retained by the learner for a minimum of one term after it is submitted.
  - 1.5. Learners are required to submit documentation from a licensed professional describing the nature of the disability and providing an explanation of the functional impact(s) of the disability.
    - 1.5.1. Documentation is used by LSS as a guide to determine reasonable and justifiable accommodations.
    - 1.5.2. Requests submitted without supporting documentation will not be considered complete until documentation is received.
2. Complete requests with supporting documentation will be reviewed by LSS.

3. LSS will issue an Individual Accommodations Plan (IAP) to the learner at the beginning of each semester. The learner must review the plan and confirm that it can be sent by LSS to the applicable department(s) to be implemented.
4. No request for accommodation for a barrier created by a disability will be considered where it is made after a missed examination or assignment or other college activity in the absence of special circumstances justifying the failure to seek accommodation in advance.

## **Definitions**

**Accommodation** is the process of making alterations to the delivery of services so that those services become accessible to more people, including persons with disabilities. They can be provided to individuals, groups or provided through universal design practices. Examples of accommodations include but are not restricted to:

- Absence from a class, lab, or other instructional/course activity
- Alternative demonstration of admissions requirement
- Appropriate furniture
- Assistive technology
- Automatic doors
- Braille indicators on doors, elevators, stairwells
- Communication Access Real-Time (CART) or other transcription
- Deaf Interpreters
- Exam accommodations
- Extra time on tests or assignments
- Intervenors
- Modified course load
- Note Takers
- Oral interpreters
- Readers
- Religious clothing/attire/objects
- Scribes
- Service animals
- Sign Language Interpreters
- Universal design/universal learning design
- Use of preferred name

**Employees** A person who is currently employed by the College, hired to perform services.

**Learners** A person who is currently registered as a learner at the College whether or not for credit. For the purposes of this document, “learner” shall be used synonymously for applicants, and learners, unless otherwise noted.

**Licensed professional:** A licensed professional with specific training and expertise in the diagnosis and description of the condition(s) for which accommodation is being requested.

**Reasonable and justifiable** are the conditions necessary for a standard, policy or rule to legally discriminate or exclude a person using one of the protected grounds of Alberta Human Rights legislation.

The test that is now used to determine if a standard, policy or rule is a reasonable and justifiable limit on individual rights is the Meiorin test, or the *Supreme Court of Canada Test*.

**DATA SHEET**

**Responsible Officer**

The Director, Learner Success Services is responsible for the content development and implementation of this procedure.

**Relevant Dates**

<b>Approved</b>	<b>January 27, 2016</b>
<b>Effective</b>	<b>May 1, 2016</b>
<b>Next Review</b>	<b>January 2021</b>
<b>Modification History</b>	

**Related Policy**

Learner Accommodation Policy #500-1-4

**Associated Policy(ies), Procedure(s), and Guideline(s)**

- Academic Continuance and Graduation Policy #500-1-5
- Admissions Policy #500-1-2
- Distributed Learning Policy #500-2-7
- Grading Policy #500-1-6
- Academic Accommodations and Supports for Learners with Disabilities #500-1-4
- Appeals Policy #500-1-12
- Learner Code of Conduct Policy #500-1-1
- Learner Records & Information - Collection, Access & Waivers #200-1-9
- Religious Observance Procedure #500-1-4
- Protected Disclosure #200-1-6

**Related Legislation**

*Alberta Human Rights Act*  
*Canadian Charter of Rights and Freedoms*  
*Freedom of Information and Protection from Privacy Act*  
*Health Information Act*



**Attachment "A"**  
**LEARNER REQUEST FOR ACCOMMODATION OF BARRIERS CREATED BY A  
DISABILITY**

*Please refer to the Accommodation of Learners with Disabilities Procedure prior to completion of this form.*

PRINT CLEARLY

**LEARNER INFORMATION**

DATE		ID NUMBER	
LAST NAME		FIRST NAME(S)	
BVC EMAIL ADDRESS			
PROGRAM OF STUDY		START DATE	
FULL TIME OR PART TIME			

**DISABILITY/LIMITATION(S):**

NAME OF DISABILITY/NATURE OF LIMITATION	
DOCUMENTATION AVAILABLE	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> GIVEN TO LSS
ACADEMIC ACCOMMODATIONS YOU HAVE USED IN THE PAST	
ASSISTIVE TECHNOLOGY YOU HAVE USED IN THE PAST	
LAST SCHOOL ATTENDED	

LEARNER SIGNATURE	
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**INTERNAL USE ONLY:**

DATE RECEIVED			
LSS STAFF SIGNATURE			
DOCUMENTATION ATTACHED?	<input type="checkbox"/> YES	DATE RECEIVED	
	<input type="checkbox"/> NO	DATE RECEIVED	