

ACCOMMODATION OF LEARNERS WITH DISABILITIES

PROCEDURE PLAIN LANGUAGE SUMMARY

Parent Policy

What is this procedure for?

This is the procedure for the Learner **Accommodation** Policy.

Accommodation or **accommodate** is when you change a service so that someone can access it.

Purpose

What is the purpose of this procedure?

This procedure tells us what the College and the learner should do to make an accommodation. The College and the learner share the responsibility for **accommodating** learners with disabilities.

Scope and Compliance

Who does the procedure affect?

This procedure is for all learners and employees at Bow Valley College.

All employees and learners at Bow Valley College are responsible for knowing and following policies and procedures.

Procedures

What procedures do you have to follow?

1. You must request **accommodation** for a disability as soon as possible. You should request accommodation as soon as you are admitted to a program. You must request accommodation at least four months before the start date of your program.
 - 1.1. You should make the request to Learner Success Services (LSS) in writing.

1.2. If you do not make your request on time, the College might not be able to make accommodation in time for you to start your program.

1.3. You must sign your request. You must describe the **barrier** that your disability causes.

A **barrier** is something that gets in the way of studying. It is a difficulty or problem.

1.4. You should keep a copy of your request for one term after you hand it in.

1.5. You must give LSS **documentation** from a **licensed professional** (for example a doctor). This documentation must describe the disability. It must explain how it affects your ability to go to school.

Documentation is a form from a doctor or another **licensed professional** who knows about your disability.

1.5.1. LSS uses this documentation to decide **reasonable and justifiable accommodation**.

When something is **reasonable and justifiable**, it makes sense. There is a good reason for it.

1.5.2. LSS will not look at your request if you do not give them documentation.

2. LSS will look at requests and **documentation**.

3. LSS will give you an Individual Accommodations Plan (IAP) at the beginning of each semester. You must look at the plan. You must tell LSS if they can send the plan to your department.

4. You must make a request for **accommodation** before you miss any exams or assignments. LSS will not look at a request if you make it after you have missed an exam or an assignment. The LSS will only look at these requests if there are special reasons.

Definitions

Accommodation: An accommodation is when you change the way you deliver services so they become accessible to more people. This includes people with disabilities. The College can make accommodations to an individual person, groups of people, or through universal design.

Examples of accommodation include:

- missing a class, lab, or other activity
- different admissions requirements
- a different course load
- technology that helps you

- different furniture
- automatic doors
- Braille signs (symbols for people who cannot see)
- deaf interpreter
- sign language interpreter
- exam accommodations
- extra time on tests or assignments
- someone who writes down what everyone is saying for you
- someone who takes notes for you
- someone who interprets through speaking
- someone who reads for you
- someone who writes for you
- religious clothing or objects
- service animals

Employee: An employee is a person who works for the College.

Learner: A learner is someone who is registered at the College.

Licensed professional: A licensed professional is someone who is an expert in the disability that you requesting [accommodation](#) for.

Reasonable and justifiable: An [accommodation](#) is reasonable and justifiable when it has a good explanation. The College is not allowed to discriminate against anyone. If the rules discriminate against someone, then they can have an [accommodation](#).