

STUDENT ACCOMMODATION PROCEDURE

Authorizer: Vice President, Academic/Student Affairs and Human Resources

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PROCEDURE STATEMENT:

Conestoga College Institute of Technology and Advanced Learning (Conestoga) provides reasonable accommodations to students with disabilities based on a cooperative process involving both the student and Conestoga. This procedure outlines the responsibilities of both Conestoga and the student in the accommodation process.

SCOPE:

This procedure applies to students who self-disclose and register with Student Success Services.

DEFINITIONS:

Academic Accommodation

An academic accommodation is an individualized adjustment to how a student accesses or participates in a course or program and can include instructional and/or environmental changes. Academic accommodations do not alter the learning outcomes or essential program requirements.

Disability

As defined by the Ontario Human Rights Code, a disability is:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Letter of Accommodation

A letter of accommodation is a document prepared by Student Success Services listing all necessary accommodations for a student. This confidential letter is used by students to notify faculty members of their accommodation needs.

Retroactive Accommodation

Accommodations for permanent or temporary disabilities are considered retroactive when the request is made after-the-fact, as the result of a barrier that prevented a student from communicating their need for accommodation.

Undue Hardship

Undue hardship includes but is not limited to significant alteration to a work process that would disadvantage other employees; significant alteration to the fundamental nature of the learning outcomes and/or the academic standards of a program or course; economic hardship to a Conestoga program or department; significant adverse impact on learning opportunities for other students; the health and safety of other students or employees and/or safety hazards to other persons or property; or significant disruption of Conestoga operations.

RESPONSIBILITIES:

Student

- The student with a disability is responsible for requesting accommodations via Student Success Services and submitting supporting documentation.

Student Success Services

- Student Success Services is responsible for providing support to students seeking accommodations, including providing advice regarding documentation and developing a letter of accommodation. Student Success Services will ensure Conestoga administration is kept apprised of any significant resource implications.

Accommodations Advisory Committee

- The Accommodations Advisory Committee is responsible for evaluating any accommodation requests that may require extensive resources, have a potential to cause disruption to the Conestoga community or may otherwise meet the threshold for undue hardship, as determined by Student Success Services.

Faculty

- Faculty are responsible for receiving letter(s) of accommodation and implementing the accommodation plans outlined therein.

Vice President, Academic/Student Affairs and Human Resources

- The Vice President, Academic/Student Affairs and Human Resources reviews and makes a final decision regarding accommodation decision appeals.

PROCEDURE ELABORATION:

Accommodation Procedure:

1. A student in need of future or retroactive accommodation must contact Student Success Services' Accessible Learning Department to discuss their needs and submit documentation from a regulated health care professional confirming the need for accommodation.
 - a. If no documentation is available, Student Success Services will support the student in accessing documentation.
2. Student Success Services will evaluate documentation and develop a plan for reasonable accommodation in accordance with the Accommodation Policy. They will consult with the student and may, with the informed consent of the student, consult with the student's external health care provider.
 - a. If Student Success Services determines that the requested accommodations require extensive resources, have a potential to cause disruption, or may otherwise meet the threshold for undue hardship, the request will be referred to the Accommodation Advisory Committee for a decision.
 - b. Requests for service animals will be processed in accordance with the Service Animal Policy and Procedure.
 - c. Students who present with learning difficulties but do not have a disability (e.g. gaps in background education, fear of public speaking, weak study habits, language challenges, etc.) will be referred to appropriate internal or external supports.
 - d. Students who are not satisfied with their accommodation decisions may make an appeal in writing to the Vice President, Academic/Student Affairs and Human Resources, who may consult as necessary with legal counsel and/or other senior college leadership prior to issuing a decision.
3. Once the need for accommodation is confirmed, Student Success Services will draft a letter of accommodation outlining the necessary accommodations.
 - a. Copies of the letter will be provided to the student, who must share with their faculty members.
4. Faculty members will implement the prescribed accommodation plan, consulting with Student Success Services as needed for support.

REFERENCES:

Accessibility for Ontarians with Disabilities Act, 2005

Canadian Charter of Rights and Freedoms

Ontario Human Rights Code

Accessibility Policy and Multi-Year Plan

Service Animal Policy and Procedure

Student Accommodation Policy

REVISION LOG:

Academic Forum

12/11/2019

Academic Coordinating Committee

01/13/2020