

POLICY TITLE	Academic Accommodation for Students with Disabilities
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POLICY HOLDER	VP Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director - Student Affairs
SUPPORTING DOCUMENTS	E-2.11.1 Procedures

ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES

PURPOSE AND RATIONALE

Camosun College (“Camosun” or the “College”) values and commits to the principles articulated in the [Equity, Diversity, and Inclusion Policy G-2.1](#). The College promotes human rights, adheres to the [British Columbia Human Rights Code](#), and commits to fostering a college community that supports full participation of all students to study and engage in work integrated learning experiences to the best of their capability.

The purpose of this policy is to articulate how Camosun will provide appropriate and reasonable academic accommodations for students with disabilities. The College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

The provision of academic accommodation will not undermine the academic standards of the College, nor will it remove the need for assessment or the student’s responsibility to meet essential learning requirements of courses and programs, including but not limited to requisite licensing processes, practicums, and work-integrated learning.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

The College is committed to providing a reasonable approved academic accommodation consistent with relevant human rights principles.



This policy applies to all Camosun students with a documented disability who self-identify, while admitted to or enrolled in a Camosun course or program, including but not limited to [Work Integrated Learning](#) activities.

This Policy does not apply to learners in Continuing Education studies, who should contact [Continuing Education at Camosun](#), to explore how Camosun College can support their academic accommodation needs.

DEFINITIONS

Academic Accommodation: An adaptation or alteration to the physical and/or instructional environment aimed at providing equitable access to education for students with documented disabilities. These may include, but are not limited to, the provision of alternate formats and methods of communication, the use of adaptive technology, and adaptations to the examination environment and/or mode of instructional delivery. An academic accommodation may be provided on an interim basis for students who are in the process of being assessed for a disability.

Documentation: Written document which confirms a student's disability along with detailed information about its functional impact. A diagnosis alone is not sufficient to support a request for an Accommodation. The documentation must be current (within 5 years) and must come from a certified health care professional who has expertise in the diagnosis of the condition(s) for which the accommodation(s) and/or service(s) are being requested.

Disability: For the purposes of this Policy, "disability" includes a significant permanent, temporary or recurring mobility, sensory, learning or other physical or mental health impairment that causes functional restrictions or limitations on a student's ability to perform the range of life's activities necessary to fully participate in studies at the post-secondary level.

Essential Learning Requirements: The knowledge and skills that must be demonstrated in order for a student to meet learning objectives. At times, it may be necessary for students to demonstrate this learning in a prescribed manner.

PRINCIPLES

1. Academic accommodation is about providing students with disabilities with equitable access to education. Students have a right to an accommodation in accordance with the [British Columbia Human Rights Code](#). The College will provide a reasonable academic accommodation in accordance with that Code.
2. Students, administrators, staff, and instructors involved in the academic accommodation process have a responsibility to participate in the accommodation process.

3. All academic accommodation requests by students should be made in a timely fashion to the Centre for Accessible Learning.
4. Students have a responsibility to provide appropriate documentation that will support the Centre for Accessible Learning to assess appropriate accommodations including consulting with course instructors or others as appropriate to provide the student with an approved accommodation.
5. The College strives to provide students an academic accommodation in a timely fashion.
6. Students have the responsibility to inform their instructor(s) that they are provided an approved academic accommodation, as appropriate.
7. The College recognizes that academic accommodations respond to individual specific and often changing circumstances. When appropriate, the College will be flexible in determining appropriate academic accommodations for students.

RELATED LEGISLATED REFERENCES

- [British Columbia Human Rights Code](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [G-2.1 Equity, Diversity, and Inclusion Policy](#)
- [O-6.1 Protection of Privacy Policy](#)
- [The Centre of Accessible Learning](#)

Procedures

1. **PURPOSE** The purpose of this document is to guide College employees, applicants and students during the process of assessing academic accommodation needs or challenging accommodation decisions. For the purposes of this procedure, “student” means a person who is admitted to or enrolled in a Camosun course or program.

2. ACCOMMODATION PROCESS

2.1 The College advises all students about the availability of services for students with disabilities. Information about the Centre for Accessible Learning is included with Offers of Acceptance for post-secondary programs.

2.2 Students seeking academic accommodation must identify their disability to the College through the Centre for Accessible Learning. Early identification is encouraged so that appropriate academic accommodations can be put in place in a timely way.

2.3 The Centre for Accessible Learning will collect all appropriate documentation and will assign each student to a Centre for Accessible Learning Instructor who will meet with the student to review eligibility and to consult about appropriate academic accommodation.

2.5 The Centre for Accessible Learning Instructor will prepare a written Accommodation Letter that lists academic accommodations suited to the student’s functional limitations. The student’s supporting documentation is strictly confidential and is kept secure in the Centre for Accessible Learning.

2.6 Each term the student will be provided with a copy of their personal Accommodation Letter. It is the responsibility of the student to share a copy with the course instructor for each class for which academic accommodation is required.

3. CHALLENGE OF AN ACCOMMODATION DECISION

3.1 If a student has a concern about the adequacy of or the provision of accommodation, the concern should be raised immediately with the relevant course instructor. If the matter remains unresolved, the student should contact their Centre for Accessible Learning Instructor. The Centre for Accessible Learning Instructor together with the course instructor, as appropriate, will meet with the student as soon as is reasonably possible to review and attempt to resolve the student’s concerns.

3.2 If the Centre for Accessible Learning Instructor, and course instructor, as applicable, and the student, are unable to come to an acceptable resolution within five (5) working days from the date the concern is raised with the Centre for Accessible Learning Instructor, the student may submit an appeal to the Manager, Centre for Accessible Learning, for review.

3.4 The Manager, Accessible Learning, will within five (5) working days of the submission, review and decide the matter, and will communicate the College accommodation decision to the student in writing. This constitutes **First Stage Appeal as per College policy E-2.4 Student Appeals**. If the student is not satisfied with the decision, the student may, within five (5) working days, submit their concern to the next level of authority, the Director of Student Affairs for a **Second Stage Appeal**.

The **Director of Students Affairs**, within five (5) working days of the Second Stage Appeal, will review and decide the matter, and will communicate the College accommodation decision to the student in writing.

3.5 If the student is not satisfied with the decision of the Director, the student may appeal to the Vice President Student Experience or his or her designate. The student shall submit a completed Request for **Final Stage Appeal** form (see link below) and all supporting documentation to the Office of the Vice President Student Experience within ten (10) working days of receiving the Director's written decision. The student Request for **Final Stage Appeal** form is available through the Student Services Department, from all School administration offices, and online.