

<b>Policy Title</b>	<b>Student Accessibility Policy</b>
<b>Policy Holder</b>	Office of the Vice President Academic
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	Ch5-s1-02 Academic Appeal Policy Ch5-s4-01 Information and Privacy – Counselling, Health and Academic Records
<b>Related Procedures</b>	
<b>Storage Location</b>	Website <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	2023-07-10
<b>Next Review Date</b>	2026-07-10

## Purpose

This policy establishes guidelines to provide equal opportunity and accessible learning for students with disabilities. This policy defines the role and responsibilities of students, faculty, administration, and Student Accessibility Services.

## Scope

This policy applies to students with disabilities who self-disclose and register with Student Accessibility Services as well as all staff involved in creating an accessible learning environment at the College.

## Definitions

Academic accommodations and Accommodation Plan (AP)

Academic accommodations are educational interventions, practices, services, or supports designed to create access and reduce or eliminate disability-related functional limitations that impact learning, academic participation, and/or demonstration of knowledge and skills. Student Accessibility Services (SAS) refers to the document that outlines an individual’s accommodations as an “Accommodation Plan.”

Accommodations must be reasonable to implement and cannot modify course or program outcomes, or alter program standards.

Disability

A disability may have been present at birth, caused by an accident, or developed over time. Section 10 (1) of the Ontario Human Rights Code (OHRC) defines “disability” as:

- a) 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,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

<https://www.ontario.ca/laws/statute/90h19#BK12>

Functional limitations	Identified areas of limitations caused by a disability that affect academic performance and are used to identify reasonable accommodation.
Interim accommodation	Accommodations provided while a student and SAS determine reasonable and necessary disability accommodations
Reasonable accommodations	Actions to alleviate or remove a permanent or temporary disability-related functional limitation which do not compromise course objectives or academic standards.
Retroactive accommodations	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.
Self-identification process	Registering with SAS is voluntary on the part of the student. Self-identification is confidential and the release of personal information is subject to Section 39(2) of the Freedom of Information and Protection of Privacy Act
Student Accessibility Services (SAS)	Refers to the disability support office at Confederation College
Temporary Disability	Medical and/or mental health condition(s) that temporarily cause functional limitations. This includes but is not limited to: serious illness or injury, short term impairments following surgery or medical treatment, trauma, grief, and highly distressing events. Accommodations are based on documentation and may include: extended time for tests, alternate methods of evaluation, or other accommodations relating to temporary disabilities. If documentation does not exist, referral may be made to a health care professional for description(s) of functional limitations, timelines, and ongoing student support.
Undue hardship	The Ontario Human Rights Code sets out three elements that may be considered in assessing whether an accommodation would cause undue hardship: cost, outside sources of funding, if any; and health and safety requirements. Please see the Ontario Human Rights Code undue hardship standard:- <a href="http://www.ohrc.on.ca/en/guidelines-accessible-education/undue-hardship-standard">http://www.ohrc.on.ca/en/guidelines-accessible-education/undue-hardship-standard</a>

## Governing Laws and Regulations

Ontario Human rights Code, Section 10 (1)

Freedom of Information and Protection of Privacy Act, Section 39 (2)

The Ontario Human Rights Code, Undue Hardship Standard

## Policy Statements

Student Accessibility Services (SAS), the disability support office for students at Confederation College, works collaboratively with students and college employees to ensure that students with disabilities have equal opportunity to participate in the academic environment and work towards their educational goals.

1. College Admission Procedure
  - Students with disabilities must meet eligibility and applicant selection criteria relevant to the program. No additional proof of capability is required from a student with a disability.
  - With appropriate documentation, reasonable accommodations to the admission procedure will be provided when requested.
  
2. Access to Information
  - Information regarding the availability of services for students with disabilities will be communicated through Confederation College's SAS webpage, internal digital signage, the Student Handbook, and all course outlines.
  
3. Registering with Student Accessibility Services
  - Use of SAS, including accommodations, is strictly voluntary. All students are considered to be independent adults and it is ultimately the student's decision and responsibility to self-identify and access services through SAS.
  - Students requesting academic accommodations and/or services from SAS are required to submit documentation of a disability to verify eligibility under the Human Rights Code. Students without documentation will be guided through the process of accessing the appropriate documentation.
  - Students with disabilities will be provided with information regarding the supports and services made available through SAS.
  - Students are responsible for booking appointments, following procedures to access services, and reporting changes and/or difficulties.
  
4. Determining Accommodations
  - Students with disabilities will be provided reasonable accommodations and services to ensure they have an opportunity to participate fully in their program of study in order to meet program outcomes.
  - SAS staff, in consultation with each student, determines reasonable accommodations based on the student's functional limitations and develops an Accommodation Plan identifying student needs to faculty.
  - SAS reserves the right to request additional documentation from the student to better determine the functional limitations of the disability or medical condition.
  - Students with disabilities are responsible for fulfilling the essential requirements of the program with reasonable accommodations and services. Accommodation Plans do not modify course or program outcomes or lower program standards and accommodations are not intended to be a guarantee of academic success.

5. Implementation of the Accommodation Plan
  - Accommodation Plans will be reviewed throughout the semester at the request of the student, faculty, or SAS staff to ensure the continued appropriateness of the accommodations.
  - Students must demonstrate standard competencies for successful course completion.
  - Students must notify SAS when they register each semester in order to renew their AP.
  
6. Retroactive Accommodations
  - Students may request retroactive accommodations through SAS if they experience a sudden disruption in physical or mental health functioning that impairs their ability to fulfill their academic responsibilities.
  - Requests for retroactive accommodations will be given meaningful consideration on a case-by-case basis.
  - Retroactive requests may be made at any time during the semester or year.
  
7. Privacy and Confidentiality
  - Student Accessibility Services complies with the Personal Health Information Protection Act (PHIPA) and the Freedom of Information and Protection of Privacy Act (FIPPA) with respect to the collection, use and disclosure of personal health information collected for the purposes described in this policy.
  - Students are not required to disclose their diagnosis to College employees in order to access accommodations or services.
  - Registration with SAS will not be identified on a student’s official transcript or graduation documents.
  
8. Managing Accommodation Disputes/Concerns
  - SAS is committed to ensuring that all stakeholders in the accommodation process receive services and support in a timely, respectful and inclusive manner.
  - Students have the right to raise a complaint or concern regarding the implementation of a specific accommodation (or lack thereof) using the processes and procedures outlined in the Academic Appeal Policy Ch5-s1-02

## Non-Compliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

## Revision History

Version	Change	Author	Date of Change
	New format	Richard Gemmill	2023-04-20
V2023-05-25	Vilma advised there is no time-limit to a retroactive accommodation.	Richard Gemmill	2023-05-25