

Policy Title	Student Accessibility Procedure
Policy Holder	Office of the Vice President Academic
Policy Approver(s)	Senior Team
Related Policies	Ch5-s1-02 Academic Appeal Policy Ch5-s4-01 Information and Privacy – Counselling, Health and Academic Records
Related Procedures	
Appendices	Appendix 1 Documentation Guidelines Appendix 2 Accessing Disability Services Appendix 3 Test Accommodation Procedures for Students
Storage Location	Website https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2023-07-10
Next Review Date	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) a 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 our 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:- http://www.ohrc.on.ca/en/guidelines-accessible-education/undue-hardship-standard

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

Procedure Statements

Action	Responsibility
1. College Admission Procedure	
1.1 Contact SAS to request accommodation for admissions testing and provide documentation to support this request. (Appendix 1– Documentation Guidelines).	Student
2. Access to Information	
2.1 SAS will ensure that clear and up-to-date information regarding their services is provided to students through Confederation College’s SAS webpage, internal digital signage, the Student Handbook, and all course outlines.	SAS
3. Registering with Student Accessibility Services	
3.1 Self-identify before the semester, or as early in the semester as possible, and submit documentation from a regulated health professional to verify a permanent or temporary disability. (Appendix 2– Accessing Disability Services)	Student
3.2 Assist students to access documentation or facilitate a referral to obtain appropriate documentation when none is available.	SAS
3.3 Inform SAS of enrolment each semester.	Student
4. Determining Accommodations	
4.1 Meet with SAS to participate in the development of an Accommodation Plan, sign the completed document, and learn about support and services.	Student SAS
4.2 Provide SAS with additional documentation when requested.	Student
4.2 Develop an individualized Accommodation Plan (Permanent, Temporary, Interim) indicating the required accommodation for classroom and testing. A Field Placement Identification Form can be created upon student request.	SAS
4.3 Meet with SAS, as requested, to assist in determining class/course specific accommodation.	
4.4 Inform SAS of disability changes that may impact the AP and provide supporting documentation.	Faculty Student

5. Implementation of the Accommodation Plan
 - 5.1 Forward the Accommodation Plan (AP) to faculty. **SAS**
 - 5.2 Assist with putting accommodation in place if requested to by the student or SAS. **Faculty**
 - 5.3 If test accommodations are required:
 - book tests with SAS at least one week in advance. (Appendix 3 Test Accommodation Procedures) **Student**
 - drop off and pick up tests as requested by SAS. **Faculty**
 - 5.4 Report concerns or difficulties related to accommodation to SAS. **Student**
Faculty

6. Retroactive Accommodations
 - 6.1 Meet with SAS to request retroactive accommodations and provide supporting documentation. **Student**
 - 6.2 Meet with faculty and student to determine a reasonable solution. **SAS**
Faculty
Student

7. Privacy and Confidentiality
 - 7.1 Documentation is kept in lockable storage, in secured access areas. **SAS**
 - 7.2 Students identify who SAS staff can communicate with and sign a consent form. **Student**
SAS

8. Managing Accommodation Concerns
 - 8.1 Communicate accommodation concerns with SAS. **Faculty**
 - 8.2 Ensure accommodation is implemented by faculty, and raise issues in a timely manner with SAS staff or the Associate Dean – Student Services. **Deans/Chairs**
 - 8.3 Address issues and resolve complaints and concerns **Associate Dean**

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	2023-04-24
V2023-05-25	Correct formatting	Richard Gemmill	2023-05-25

APPENDIX 1 DOCUMENTATION GUIDELINES

Documentation is confirmation of a permanent or temporary disability from a regulated health professional. It guides Student Accessibility Services' staff in the selection of accommodations to meet your specific needs for college. **All documentation is kept confidential in the office of Student Accessibility Services.**

If you have a Learning Disability

- Submit your most recent Psycho-educational Assessment, signed by a licensed, registered psychologist, your Individual Education Plan (IEP) from high school and your Identification, Placement, and Review Committee (IPRC) Summary (if applicable).
 - A recent assessment (less than 4 years old) is preferred but not essential to access supports. When necessary, we will assist you in updating your assessment. Assessments completed after the age of 18 are considered current.

If you have a Medical/Psychiatric Disability

- Submit confirmation of the **functional limitations** of your disability from a regulated health professional (i.e. family physician, nurse practitioner, clinical psychologist, psychiatrist, neurologist, or audiologist). **Under the Ontario Human Rights Code (OHRC), you are not required to provide a diagnosis to access accommodation and supports.**
- If you do not have documentation, you can have your regulated health professional complete the **Medical Information Request Form**. Request the form from sas@confederationcollege.ca or stop by SAS to pick one up.

If you think you have a Disability, but you do not have documentation

- We encourage students who suspect they may have a disability to contact Student Accessibility Services. Our staff will guide you through the process of determining if there is a disability.
- Please note: Interim accommodations pending receipt of documentation may be provided.

APPENDIX 2 ACCESSING DISABILITY SERVICES (Student Accessibility Services)

Follow these 3 steps to access our services.

Step One: Submit Your Documentation

Documentation is confirmation of a permanent or temporary disability from a regulated health professional. It guides Student Accessibility Services' staff in the selection of accommodations to meet your specific needs for college. **All documentation is kept confidential in the office of Student Accessibility Services (SAS).**

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If you think you have a Disability, but you do not have documentation

- We encourage students who suspect they may have a disability to contact Student Accessibility Services. Our staff will guide you through the process for determining if there is a disability.
- Please note: Interim accommodations pending receipt of documentation may be provided.

Drop off, mail or fax your documentation to:

Student Accessibility Services
Confederation College
P.O. Box 398
1450 Nakina Drive
Thunder Bay, ON P7C 4W1
Fax: (807) 473-3744

Step Two: Make an Appointment with Student Accessibility Services

Meet with one of our staff. This is your opportunity to ask questions and get information about the services and accommodations we provide. If you have not forwarded your documentation to Student Accessibility Services, please bring it with you to this appointment.

Call (807) 475-6618 or email sas@confederationcollege.ca to make an appointment.

Step Three: Assist in Developing your Accommodation Plan (AP)

Once your timetable is established, meet with one of our staff again to develop your AP. This formal document outlines the accommodations you are entitled to access. Once you sign the AP, a copy is distributed to each faculty member listed on your timetable.

During this appointment, you may be referred to other members of our team such as an Accessibility Strategist or the Test Accommodation Facilitator.

APPENDIX 3 TEST ACCOMMODATION PROCEDURES FOR STUDENTS

Students who require test accommodations must register with Student Accessibility Services and have an Accommodation Plan (AP) in place.

Booking a Test with Student Accessibility Services

- No less than 7 days in advance of a test/exam, we ask that you complete the Test/Exam Accommodation Online Booking Form <http://www.confederationcollege.ca/webform/test-accommodation-request>
- To book a test/exam with less than 7 days' notice, please meet with the Test Accommodation Facilitator in SAS.

Please note: Tests/exams booked through SAS are scheduled at the same time as the class. Students must get approval from their faculty prior to booking any test/exam at SAS before or after the scheduled class time.

Taking a Test in Student Accessibility Services

During a test, students will be supervised by a proctor. Vigilant supervision will be maintained throughout the test to ensure academic integrity is maintained.

On the day of your test, we ask that students:

- arrive 10 - 15 minutes before the scheduled start time
- be prepared with pencils, erasers, calculators if allowed, etc. (food and beverages are not allowed in the testing area unless stated on the AP)
- be ready to write immediately (use the washroom ahead of time)

We ask that students follow these general rules:

- The proctor is not permitted to provide information or hints regarding test/exam questions
- In case of a fire alarm, accompany the proctor outside and stay with the proctor
- Set personal belongings away from the testing desk
- Evidence of cheating will result in immediate confiscation of test materials and the professor will determine further action.