

Policy Number:	5051
Policy Title:	Academic Accommodation for Students with Disabilities
Approved by:	Academic Council
Approval date:	September 10, 2021
Effective date:	September 10, 2021
Review date:	-
Next review date:	September 10, 2023

Policy Statement

University Canada West (the "**University**") is committed to providing reasonable opportunities for Students requiring academic accommodations to meet their educational goals while ensuring academic standards and essential learning requirements are maintained.

Purpose

The purposes of this Academic Accommodation for Students with Disabilities Policy (this "**Policy**") is to describe the principles and responsibilities in the provision of appropriate and reasonable Academic Accommodations for Students with disabilities consistent with relevant human rights principles. The University commits to identifying and removing institutional barriers that prevent access and impede academic success of Students with disabilities.

Scope

This Policy applies to all Students with a documented disability who self-identify and require institutional accessibility accommodation and/or services to pursue their educational goals.

Definitions

These definitions apply to terms as they are used in this Policy and the related Academic Accommodation for Students with Disabilities Procedure (the "**Procedure**"):

Word/Expression	Definition
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.
Complaint	An expression of concern or dissatisfaction with an instructional situation, provision of a service, or the application of this Policy.

Word/Expression	Definition
Disability	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.
Documentation	A written document which confirms a Student's disability along with detailed information about its functional impact in a post-secondary setting. This Documentation must be current (within 3 years), reviewed by the university annually, and must come from a certified Canadian 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.
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.
Responsible Administrator	An executive of the University or an administrator responsible for a University department or service area.
Student	A person who is actively enrolled in classes at the University.

Related legislation

- [British Columbia Human Rights Code](#)
- [Personal Information Protection Act](#)
- [Health Care Professional Act](#)

Associated Policies

Policy Number	Policy Title
6751	Information Privacy & Security
1510	Student Complaint Resolution Policy

Associated Procedure

Procedure Number	Procedure Title
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Policy Principles

1. Academic Accommodation is about providing Students with disabilities equitable access to education. Students have a right to an accommodation in accordance with the British Columbia Human Rights Code. The University will provide a reasonable Academic Accommodation consistent with the Code.

2. Academic Accommodations should enable Students to demonstrate their knowledge and skill without reducing the quality or rigour of the curriculum or credentials or detract from Students' responsibility to achieve individual results consistent with course/program essential learning requirements, competencies, standards or objectives.
3. The process of Academic Accommodation for Students is a shared responsibility among Students, instructors and the University.
4. University Responsibilities

The University will endeavour to respond to requests for Academic Accommodations in a timely and constructive way.

The University will consider and review all relevant and necessary Documentation to ensure that recommendations and decisions regarding Students' accommodation needs and the determination of the Academic Accommodation are based on relevant and appropriate information in accordance with this Policy.

5. Student Responsibilities

Students must ensure they meet the University's admission, prerequisite, and academic requirements before submitting a request for an Academic Accommodation.

Students seeking Academic Accommodation have the responsibility to:

- Understand and comply with their rights and obligations under this Policy;
- Bring requests for an Academic Accommodation to the attention of Student Affairs in a timely manner and in the manner prescribed by this Policy;
- Actively participate in the Academic Accommodation process by working collaboratively with Student Affairs and other relevant parties;
- Provide timely, current and relevant Documentation to Student Affairs to support their request for Academic Accommodation;
- Promptly comply with all reasonable requests from Student Affairs for additional Documentation;
- Obtain and assume any costs of diagnostic assessments and Documentation required under this Policy;
- Notify Student Affairs of any changes in circumstances or conditions that may impact a current or future Academic Accommodation(s) (e.g., deterioration in academic performance, significant changes in health status, etc.) in a timely manner; and
- Accept reasonable Academic Accommodations offered by Student Affairs.

6. Instructor Responsibilities

Instructors are required to support the Academic Accommodation process in accordance with this Policy and related Procedure.

7. Responsible Administrators

The Director of Student Affairs is responsible for the administration of this Policy and the Procedure

The Director of Academic Affair is responsible for the accommodated learning assessment and articulation of essential learning outcomes.

The Registrar's Office is the depository for all Documentation required for the Academic Accommodation and all Complaints brought forward under this Policy.