

## OLDS COLLEGE POLICIES AND PROCEDURES MANUAL

CATEGORY: <b>D. Student and Academic</b>				
SUBJECT: <b>Disabilities Policy</b>				
POLICY NUMBER: <b>D18</b>				
APPROVALS: <span style="float: right;">New/Revision</span>				
<b>Board of Governors</b>	<b>Academic Council</b>	<b>Academic Coordinating Committee</b>	<b>Human Resources, Finance &amp; Facilities</b>	<b>Executive Committee</b>
Date: 03/22/01	Date: 02/08/01	Date: 03/08/01	Date:	Date:

### POLICY STATEMENT

Olds College is a client-centered institution, and as such, will assist students seeking admissions to Olds College full time credit programs or non-credit programs and courses offered through Extension Services in the attainment of their educational goals. The College is prepared, within the available resources, to provide a supportive learning environment and accommodations for students with disabilities while, at the same time, maintaining the academic integrity of programs.

### SPECIFIC GUIDELINES

1. The accepted traditions, practices and laws of Canadian society protect all faculty, staff and students of Olds College. Specifically, in Alberta, all people are entitled to the rights and privileges guaranteed in the Canadian Charter of Rights, the Alberta Human Rights, Citizenship and Multiculturalism Act and the Freedom of Information and Protection of Privacy Act.
2. Students with disabilities, like all applicants, are considered for admission to Olds College without discrimination. The level of support services required by the disabled applicant will not be a factor where an admission decision is required. No greater onus of proof with respect to capacity or ability should be required from applicants with disabilities than is ordinarily required from others.
3. In order to accommodate students with disabilities appropriately and to the maximum extent, the College may request professional assessments and verification of disabilities from psychological and medical professionals before accommodations will be instituted.
4. Olds College will support students with disabilities and provide access to all aspects of the learning process as long as it does not compromise the safety of the student with the disability or that of other students, faculty or staff associated with the program or course.
5. Safety is recognized as a legitimate basis for discrimination under the Alberta Human Rights, Citizenship and Multiculturalism Act.

6. Olds College, where possible and where it can do so without compromising its academic standards, will modify program/course load, course requirements, examination procedures, timelines for completion and any other academic requirements to permit students with disabilities to complete their courses/programs.
7. The College reserves the right to alter or discontinue course/program modifications after review of the students with disabilities needs and relevant course/program demands.
8. Olds College believes the determination of any modifications/accommodations of course/program requirements is a shared responsibility. Therefore, to determine appropriate reasonable accommodations, consultation will take place among the student and appropriate academic and student services personnel. However, students with disabilities are responsible for identifying their need for accommodations and are encouraged to do so prior to commencing their program of studies. Mutually agreed upon accommodations and modifications will be documented in writing.
9. Students with disabilities who require information about available financial assistance can access information through the Olds College calendar and the Coordinator of Disabilities. Students are required to make the necessary arrangements for and provide confirmation of the necessary financial assistance.

## **PROCESS - FULL TIME (CREDIT) PROGRAMS**

Olds College encourages all accepted students requiring assistance to identify themselves at the time of acceptance so that a proactive approach may be initiated to deal with the disability. At the same time, Olds College recognizes a student's right not to access services available and to accept the consequences of these decisions.

Olds College has three ways in which students with disabilities can be identified:

### **1. Special Needs Identification Form**

- 1.1 All students with disabilities accepted into full time programs are encouraged to identify their specific disability on the Olds College Special Needs Identification Form, which they will receive as part of their enrollment package provided when accepted to a program.
- 1.2 When the "Needs Identification" form is received by the Coordinator for Students with Disabilities he/she will contact the student by letter or by phone, to determine if assistance is required; to confirm what type(s) of intervention(s) the student may have previously received; to inform the student about the available College resources and, to advise the student that the information may be shared with one or all of following College personnel:
  - Learning Assistance Center – learning disabilities
  - Counsellor - emotional disabilities
  - Coordinator of Health Services – physical, medical needs
  - Program Coordinator - accommodations

- 1.3 If the student refuses College assistance, the Coordinator for Students with Disabilities records this information in a student file.
- 1.4 If a student is willing to accept College assistance, the Coordinator for Students with Disabilities will arrange an appointment with the appropriate College personnel to gather specific information about the disability; determine intervention(s) and, develop an action plan for implementation. The plan of action shall be documented and filed with the Coordinator for Students with Disabilities.

As part of the plan of action, the Coordinator for Students with Disabilities may convene a meeting to discuss the intervention strategy with additional, appropriate College personnel. These could include, but are not limited to:

- the Campus Life Manager
- a Client Service Officer
- the Campus Facilities Manager

## **2. Medical Form**

- 2.1 All students accepted to Olds College receive, and are asked to complete a Medical Form. This form is returned directly to Health Services and is kept confidential.
- 2.2 Depending upon the severity of the identified disability, the Coordinator of Health Services will phone accepted students to provide information about available resources.
- 2.3 Other students who identify themselves with a physical disability or medical condition that may affect learning, will be sent a note shortly after registration requesting them to contact Health Services for assistance. A copy of the note is retained in Health Services.
- 2.4 Students who meet with the Coordinator of Health Services and agree to accept assistance may be asked to sign a “Consent to Share Information” form allowing information to be shared with appropriate faculty/staff.
- 2.5 If the student agrees to share information, the Coordinator of Health Services will inform the Coordinator of Students with Disabilities who will arrange the appropriate meetings. Outcomes of these meetings will be documented.

## **3. Verbal Notification to any College Personnel**

- 3.1 If a student identifies to any College employee that he/she has a disability, that employee must refer the student to the Coordinator for Students with Disabilities.

- 3.2 The Coordinator for Students with Disabilities will meet with the student to determine the nature of the disability and to discuss available services.
- 3.3 If the student is not willing to accept assistance, the Coordinator for Students with Disabilities will document and file this decision.
- 3.4 If the student is willing to accept assistance, then the Coordinator for Students with Disabilities will set an appointment with appropriate College Personnel to gather specific information.

#### **PROCESS – PART TIME NON-CREDIT COURSES/PROGRAMS**

Students registering for part-time, non-credit courses or programs offered through Extension Services should identify their needs upon registration. These students will be referred to the Coordinator of Students with Disabilities for similar follow-up as indicated above. This information provided may be shared with the Program Coordinator or Extension Program Manager (see page 1, Item 4 – Safety).

#### **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

Vice President, Student and Support Services, Coordinator of Students with Disabilities.  
This policy will be revised every three years.