

POLICY



CATEGORY	D. Student and Academic	
SUBJECT	Disabilities and Accessibility Support	
POLICY NUMBER	D18	
CROSS REFERENCE	D28 Admissions	
ADMINISTRATIVE SERVICES COMMITTEE		ACADEMIC COUNCIL
		February 8, 2018

POLICY STATEMENT

Olds College is a learner-centered institution that is committed to assisting students in the pursuit of their educational goals. The College is prepared, within available resources, to provide a supportive learning environment and accommodations for students with disabilities while maintaining the academic integrity of programs.

Accommodation measures may include improving access to College programs and courses, assisting students in adapting to the academic environment and helping to obtain appropriate equipment and resources. This policy is intended to address permanent disabilities, though temporary disabilities are accommodated following the same procedures.

DEFINITIONS

Permanent Disability - A permanent disability is a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at the post-secondary level or in the labour force. The disability may be present from birth or occur during a person's lifetime, and is expected to remain for the person's expected natural life.

Temporary Disability - A temporary disability is a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at the post-secondary level or in the labour force. The disability may be present due to injury or illness and is of a short-term nature.

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 and Freedoms, the Alberta Human Rights Act, and the Freedom of Information and Protection of Privacy Act.
- 2) Students with disabilities 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) 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 or rights of the student with the disability or that of other students, faculty or staff associated with the program or course.
- 4) Olds College, where possible and where it can do so without compromising its academic standards, will modify course load, course requirements, assessment procedures, timelines for completion and any other academic requirements to permit students with disabilities to complete their courses/programs.

- 5) The College reserves the right to alter or discontinue course/program accommodations after review of the students with disabilities' needs and relevant course/program demands.
- 6) Olds College believes the determination of 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 study. Mutually agreed upon accommodations will be documented in writing and shared with the student, faculty member and Program Chair.
- 7) Students with disabilities may qualify for grant funding (for support services and equipment) and may be required to apply for these funds in order to support the provision of accommodation. Additional information can be accessed through Student Support Services.

Undue Hardship

In order to accommodate students with disabilities appropriately and to the maximum extent /or point of undue hardship, the College may request professional assessments and verification of disabilities from a relevant, appropriate medical professional before accommodations will be instituted.

In determining whether the College can reasonably accommodate a student without undue hardship, the following factors may be considered and reviewed by the College in any particular circumstance:

- 1) The length of advance notice of a need for services provided by the student to the College prior to the commencement of the course or program in question.
- 2) The length of the course or program in question and the number of participants.
- 3) The monetary cost to the College of funding external services.
- 4) The availability of suitable professional services (e.g., sign language interpreters), technology or equipment while recognizing, for example, the rural locale of the College.
- 5) The type of course or program.
- 6) Whether the course or program is financed through the College's regular educational grants or is instead dependent on receipt of tuition fees from attending students for its operation and existence.
- 7) Whether the *bona fide* occupational requirements of a course or program ensure the safety of the student and others in the College community.
- 8) Such other considerations as may be relevant in assessing any individual circumstance.

FULL TIME (CREDIT) PROGRAMS

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

Students with disabilities requesting assistance must use the [Accessibility Services Registration Form](#).

1. Accessibility Services Registration Form

- 1.1 All students with disabilities accepted into full time programs are encouraged to register with Accessibility Services and identify their specific disability. This must be done using the Olds College Accessibility Services Registration Form, available online or by contacting Accessibility Services.

- 1.2 If a student registers for Accessibility Services, an appointment may be scheduled to gather specific information about the disability, determine options for accommodations, supports and services, and develop an action plan for implementation. The accommodation plan will be documented and filed with Accessibility Services and shared with the appropriate Chair and Faculty.
- 1.3 Students who have previously received or anticipate accommodation supports and services are strongly encouraged to register early. Failure to do so may create an undue hardship or a barrier to the college's ability to facilitate the provision of accommodations.
- 1.4 When the "Registration" form is received by Accessibility Services, the student will be contacted to determine if accommodations, supports or services are required. This includes:
 - confirming what type(s) of intervention(s) the student may have previously received;
 - informing the student about the available College resources identifying the accommodations, supports or services that will be most beneficial for the Post-Secondary learning environment;
 - explaining that consent to release information is for the purposes of providing accommodation supports and services and may be shared with College personnel including Student Support Services staff, Faculty and Program Chair.

Accessibility Services may convene a meeting to discuss the accommodation strategy with these and other college staff members as it relates to this policy.

- 1.5 If the student refuses College assistance, this information is recorded in the student file.

PART-TIME NON-CREDIT COURSES/PROGRAMS

Students registering for part-time, non-credit courses or programs offered through Continuing Education should identify their needs upon registration. These students will be referred to Accessibility Services for similar follow-up as indicated above. This information provided may be shared with the appropriate College staff.

APPRENTICESHIP PROGRAMS

Students registering for apprenticeship programs should identify their exam accommodation needs upon registration. In order to receive exam accommodations for Alberta Industry Training (AIT) exams, a minimum of 4 weeks' notice in advance of the scheduled AIT exam at the end of the training period is required. If notice is provided after this time, there is no guarantee that exam accommodations will be provided. Notice and documentation of requested accommodation must be provided to Olds College Accessibility Services.

APPEALS

Where an applicant or student is not satisfied with the accommodation plan, an appeal in writing may be made to the Registrar and Director of Student Services. The appeal must be made within seven days of the presentation of the accommodation plan to the student and should outline the grounds for the appeal and proposed solutions.

If still dissatisfied, a further appeal in writing, may be submitted to the College's Vice President responsible for Academics, within seven days of the Registrar's decision. The Vice President's decision is final and binding.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

VICE PRESIDENT Responsible for:	Academics
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REVIEW PERIOD:	3 Years
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