

## REGISTERING FOR ACCOMMODATIONS

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	D. Student / Academic
<b>Parent Policy:</b>	D18
<b>Approval Date:</b>	October 26, 2021
<b>Effective Date:</b>	October 26, 2021
<b>Procedure Owner:</b>	Director, Teaching and Learning Centre of Innovation

### Overview:

This document outlines the procedure associated with registering for academic accommodation/s through Accessibility Services within the Teaching and Learning Centre of Innovation (TLCI)

Olds College recognizes that appropriately accommodating a student is an institution-wide responsibility that does not rest solely with the Accessibility Services office. The College community will provide reasonable accommodation for both permanent and temporary disabilities. These efforts are coordinated by Accessibility Services within the Teaching and Learning Centre of Innovation (TLCI) at Olds College, but require the collaborative efforts of the College, including but not limited to: faculty, Associate Deans, Health and Wellness, Facilities and the Registrar's Office.

#### Student's Responsibility

- Contact Accessibility Services to identify needs
- Provide reasonable documentation
- Apply to funding sources, with the support of Accessibility Services, as required
- Follow established procedures for specific services (ie. Test Centre)
- Engage in self-advocacy
- Make requests for accommodations within a timely manner

#### Accessibility Services Responsibility

- Follow established procedure to determine reasonable accommodations
- Develop an accommodation plan
- Communicate accommodation plan via an accommodation letter to stakeholders, including the student, instructor/s and Associate Dean
- Support students in acquiring funding and assessment
- Maintain the dignity and privacy of the student in relation to the disability

- Support students in self-advocacy
- Support faculty in providing accommodation/s
- Advocate for students with disabilities
- Communicate relevant procedures for specific accommodations to students and faculty
- Coordinate with Facilities for the provision of physical/spatial accommodations to the learning environment

**Instructor's Responsibility**

- Review the accommodation letter and acknowledge receipt
- Collaborate with Accessibility Services to provide reasonable accommodation to the learning environment
- Modify the learning environment to facilitate the required accommodation
- Follow established procedures for specific accommodations
- Maintain the dignity and privacy of the student in relation to the disability

**Procedures:**

- Students are encouraged to register for accommodations with Accessibility Services (TLCI) as early as possible following admission. The procedure for registering for accommodations is as follows:
- Students gather appropriate documentation (see parent Policy D18 - Disabilities and Accessibility Support). If a student is unsure what documentation is required, they may contact Accessibility Services via email [accessibility@oldscollege.ca](mailto:accessibility@oldscollege.ca) to enquire about documentation
- Students fill out the [Intake form in Compass](#)
- Accessibility Services will contact the student to gather additional information
- Documentation, student information and program considerations will be reviewed
- A plan for reasonable accommodation will be created by Accessibility Services, and an Accommodation Letter will be sent to the student, faculty, and Associate Dean
- Accessibility Services will support the student in accessing the accommodation/s, as well as the institution and faculty in providing the accommodation
- Students register with Accessibility Services for each academic year for which they require accommodation

**Definitions:**

**Reasonable Accommodation:** The requirement of the College to provide accommodation up to the point of undue hardship. Olds College is required to provide accommodation that addresses the barrier to education created by the individual's disability within a range of accommodation options. There is no requirement to choose the most expensive or comprehensive of these accommodations.

**Reasonable Documentation:** A report signed and dated by a qualified medical professional or registered psychologist qualified to diagnose. Documentation must be current (within the last 5 years) and provide a clear diagnosis, along with a description of how the disability or treatment impacts an individual's functioning in the academic environment. Such documentation as Individual

Related Information:
Review Period:
Revision History:

<p>Program Plans (IPP)/Individual Learning Plans (ILP), psychoeducational assessments and a letter from a doctor or psychiatrist may fill the documentation requirement.</p>
<p> </p>
<p>Annually</p>
<p>New: March 2021 Revised: October 2021</p>