



ACCESS AND ACCOMMODATION FOR STUDENTS WITH DISABILITIES

#3-17

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POLICY

The College has a positive obligation to act in good faith and to act reasonably to the point of undue hardship, in accommodating students with disabilities. Whether it is possible to accommodate any student in any particular case will depend on a variety of factors including the effect on the College itself, the effect on other students, the cost of the accommodation, the nature and or extent of the disability and any other relevant factor.

PURPOSE

The provision of educational opportunities for students with disabilities is an integral part of the educational enterprise at North Island College. The Access and Accommodation for North Island College Students with Disabilities Policy is designed to ensure that in accordance with current legislation, including the British Columbia Human Rights Code, persons with disabilities will be fully participating members of North Island College's community of learners.

PRINCIPLES

The College is committed to:

- Assisting students with disabilities in transitions to and from the College;
- Increasing opportunities for success in the broadest possible selection of quality courses, services and programs;
- Fostering a healthy, safe and accessible environment;
- Creating a supportive College community free of attitudinal barriers toward individuals with disabilities; and
- Providing opportunities for the College and local communities to become increasingly knowledgeable about issues related to disabilities.

RESPONSIBILITY

The provision of access for students with disabilities is a shared responsibility among students, faculty, staff and administration. The College as a whole is responsible for creating and maintaining a supportive environment for students with disabilities. Specialized services for students with disabilities will be co-ordinated through the Adult Special Education Department.

While the College will strive to provide appropriate accommodations, students will be responsible for meeting course and program requirements.

PROCEDURE FOR DETERMINING ACCOMMODATIONS

Services For Students With Disabilities Mission And Mandate

Services for Students with Disabilities (SSD) are co-ordinated through the Adult Special Education Department at North Island College. A faculty from this department will assist students who require and are eligible for accommodations.

Accommodation Steps

There are four general steps required for determining accommodations:

- Individual interview;
- Provision of documentation of disability;
- Completion of a needs assessment; and
- Decision and implementation of accommodation.

Procedures that outline the specific details of these steps are available to all students, faculty, support staff and Deans and they are housed in a procedural handbook for *Services for Students With Disabilities*.

As these steps should be completed before classes commence, the College encourages students seeking accommodation to notify the College at the time of their application to the College. If a disability is incurred or is identified during the course of study at North Island College the student may still request accommodations, but as the process requires time and resources they cannot be guaranteed.

If special transportation needs or extensive physical modifications are anticipated, the student should meet with Services for Students with Disabilities faculty at least eight (8) months in advance of the semester of registration to permit reasonable planning time.

Accommodation for Examinations and Evaluations

Whenever possible, the College requires students to follow the normal procedure for writing examinations. However, if examination accommodation is required, the student must discuss his/her examination requirements with an Services for Students with Disabilities faculty and his/her course instructor before or during the first six (6) weeks of the semester. Failure to follow this procedure may mean that the accommodations cannot be given. The specific steps for requesting and acquiring exam accommodations are listed in the guidelines on accommodating students with disabilities.

Course Substitution

Where the student's disability limits his/her ability to complete a component of the program, or to complete that component to the standard required by the program, an appropriate course substitution may be made. Permission of the course instructor and Department Chair is required. Students must be otherwise qualified for the program.

Where transfer credit may be affected, confirming the transferability of the substituted course is the responsibility of the student. In some cases it may not be possible to award certification without all components of the program being completed. This could relate to outside licensing requirements, safety considerations, or other factors.

Temporary Disabilities

Where a student experiences a temporary disability during a semester and requires accommodations, the student should first contact his/her instructor(s) to discuss temporary reasonable accommodations. If the instructor(s) is unable to provide the required temporary accommodations the student should be referred to Services for Students with Disabilities.

Should the prognosis for a temporary disability appear to be longer than one (1) semester, the student should contact Services for Students with Disabilities for more extensive assistance.

Definitions:

Disability: In this policy the term "disability" follows the definition provided by the World Health Organization, which is: "Disability is the loss or reduction of functional ability and activity that is consequent upon impairment. It is characterized by excesses and deficiencies of behavior and other functions customarily expected of the body and its parts. It involves functional limitation and or activity restrictions."

Accommodation: For the purpose of this policy, accommodation refers to any adaptation, modification or alteration to the environment, as well as any adaptation of instructional or evaluation methodology necessary to assist in access to the College. Accommodation may also include alternate formats and methods of communication, physical renovations to the College, the use of adaptive technology or the provision of special services through third party service providers.

To be considered by the College, proposed accommodation requests must:

- Be based on documented individual need;
- Not pose a threat to personal or public safety;
- Not be of a personal nature unrelated to the disability;
- Assist the student to access College services/programs;
- Not compromise the essential requirements of a course or program; and
- Not impose undue hardship on the College.