

COLLEGE POLICIES

POLICY TYPE:	Administrative
POLICY TITLE:	Academic Accommodations for Students with Disabilities
POLICY No.:	ADMIN-225
RESPONSIBILITY:	Vice-president, Student Affairs
POLICY APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	March 2010
REVISED:	
REVIEW DATE:	March 2013

1. INTRODUCTION

- 1.1 Consistent with the Durham College Accessibility Policy (ADMIN-203) and its commitment to creating a campus community that is inclusive of all individuals, this document is designed to inform and guide in the provision of reasonable academic accommodations for qualified students with disabilities in light of the essential requirements of the college's courses and programs.

2. PURPOSE

- 2.1 The purpose of this policy is to establish accessibility standards for providing academic accommodations for students with disabilities. This policy applies to all students and employees (administrative, faculty, support staff), agents, volunteers and contracted staff of Durham College (DC).

3. DEFINITIONS

For the purpose of this policy:

- 3.1 **Disability** – the definition of the term is defined in the Ontario Human Rights Code. (Appendix 1)
- 3.2 **Essential requirements** – the essential requirements or academic integrity of a course/program may include but are not limited to, the knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of the course/program.
- 3.3 **Undue hardship** – the Ontario Human Rights Code prescribes three factors that are to be considered in assessing whether a requested accommodation would cause undue hardship: cost; availability of outside sources of funding; and health and safety requirements. There may be other factors that are relevant, including but not limited to, the degree that an accommodation negatively impacts other students, staff and faculty.

4. POLICY STATEMENT

Students with disabilities may request to be considered for formal academic accommodation in accordance with the Ontario Human Rights Code. Students seeking accommodation must make their request through the Centre for Students with Disabilities in a timely manner in relation to their disability needs, and provide relevant and recent documentation to verify the effect of their disability and allow the college to determine appropriate accommodations.

The nature and extent of the accommodations will be consistent with and supportive of essential requirements of courses and programs, and provided in a manner that respects the independence and dignity of students with disabilities and encourages integration and equality of opportunity. Reasonable academic accommodation may require professors and/or learning facilitators to exercise creativity and flexibility in responding to the needs of students with disabilities while maintaining academic integrity.

5. ROLES AND RESPONSIBILITIES

5.1 Students requiring academic accommodations: Students with disabilities who require accommodations shall, in a timely manner in relation to their disability needs, provide the appropriate medical and/or psychological documentation concerning the nature and effect of their disability as required by the Centre for Students with Disabilities. Documentation that is not provided in a timely fashion or in the required format may delay or prevent the implementation of an academic accommodation for a particular course. For specific information regarding the registration procedures and timelines, please visit the Centre for Students with Disabilities website at www.durhamcollege.ca/csd.

5.2 Academic accommodation plans: The Centre for Students with Disabilities will work in co-operation with the student and his/her professors and/or learning facilitators to identify the essential requirements of the courses, and to determine the most suitable method of accommodation that will allow the student the best possible opportunity to meet those requirements. In accordance with the Durham College Accessibility Policy, the essential requirements or academic integrity of a course or program may include, but are not limited to the knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives of courses and programs.

The Centre for Students with Disabilities will prepare a notice of accommodation for the student that verifies that the student is registered with the centre and is entitled to accommodation, and outlines the proposed accommodation plan. Possible supports that may be recommended by the centre include, but are not limited to, testing accommodations, assistance in obtaining class notes, course material in alternative formats, disability-specific academic strategies, classroom assistance and disability advocacy support. The centre will co-ordinate services to implement the accommodation plans and support the ongoing development of an accessible, open and supportive learning environment.

Students are advised to meet with their professors and/or learning facilitators early in the term to present their notice of accommodations and to discuss their accommodation plan and

ensure that they have the best possible opportunity for academic success. Students and professors and/or learning facilitators should attempt to reach agreement on the accommodation plan and shall co-operate in the implementation of the accommodation measures.

5.3 Protection of privacy: Durham College is concerned with protecting the privacy of students with disabilities. At the same time, the college needs sufficient information to reasonably evaluate and respond to a student's request for accommodation. For this reason, students are required to provide to the Centre for Students with Disabilities, information concerning the nature of their disability-related needs.

At times the accommodation process may require that a student disclose such information to staff and faculty outside of the centre on the basis that they 'need-to-know' this information to perform their duties under the policies and procedures at the college. All personal information disclosed to such staff or faculty will be governed by the Durham College guidelines on the protection of privacy.

5.4 Resolution of academic accommodation plans: In cases where the professor and/or the learning facilitator and the student cannot agree on the accommodation plan, the professor and/or the learning facilitator will contact the student's advisor from the Centre for Students with Disabilities to explore alternative forms of academic accommodation as appropriate to the objectives and requirements of the course. If issues remain unresolved, the final resolution shall rest with the dean of the academic school. The dean may choose to consult with the centre before rendering a decision.

6. NON-COMPLIANCE IMPLICATIONS

Consequences of non-compliance with this policy include financial, human rights and legal implications. All Durham College policies, procedures and practices regarding accessibility must comply with applicable federal and provincial legislations such as the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), and the Freedom of Information and Protection of Privacy Act.

7. RELATED PROCEDURES

Each Durham College department/school will be responsible for ensuring that their individual policies and procedures reflect this institutional policy and commitment.

8. RELATED POLICIES AND DIRECTIVES

Accessibility Policy, (ADMN-203)
Accessibility for Ontarians with Disabilities Act 2005 (AODA)
Ontario Regulation 429/07 (Accessibility Standards for Customer Service)
Ontario Human Rights Code
Canadian Charter of Rights and Freedoms

APPENDIX 1

The Ontario Human Rights Code defines 'Disability' as:

- i. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impairment, muteness or speech impairment, or physical reliance on a guide dog, or other animal or a wheelchair or other remedial appliance or device,
- ii. A condition of mental impairment or developmental disability,
- iii. A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- iv. A mental disorder, or
- v. An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.