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## Accommodation for Students with Disabilities

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Executive Sponsor:	VP Students
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### 1. Policy Statement

BCIT is committed to providing reasonable Accommodation for Students with a Disability, and in accordance with the principles of equity and inclusion, individualization, academic integrity, and respect for individual dignity. BCIT recognizes its commitments under the British Columbia *Human Rights Code*, the *Canadian Charter of Rights and Freedoms* and the *Accessible British Columbia Act*. BCIT specifically recognizes that all members of the BCIT community share a duty to provide Accommodation to Students who are experiencing barriers to accessing educational services due to a disability. BCIT will provide all Students with equitable access to full participation in opportunities for learning and success. BCIT and the BCIT community will provide reasonable Accommodation for Students with a Disability to access BCIT services, programs, and facilities, including educational, technological, and physical Accommodation. BCIT and the BCIT community are committed to implementing Accommodations in an individualized manner that takes into account each individual's unique circumstances and upholds the dignity, privacy, and autonomy of Students with a Disability or other characteristics protected by the *Human Rights Code*.

### 2. Purpose of Policy

The purpose of this Policy is to:

- establish a process through which Students with a Disability may request Accommodation;
- establish principles to guide BCIT in providing reasonable Accommodation for Students with a Disability;
- outline the duties and responsibilities of individuals and groups within the BCIT community in providing reasonable Accommodation for Students with a Disability.

This Policy applies to requests for Accommodation for a disability made by Students of BCIT in relation to services, programs, or facilities provided or made available to them by BCIT in their capacity as students.

This Policy also applies to requests for Accommodation of a disability made by prospective Students. Any reference to Students in this policy or its associated procedures is deemed to include prospective Students. A person who applies for admission to BCIT or who writes a test or examination offered or administered by BCIT will be treated under this policy in the same way as a Student.

For greater certainty, this Policy does not apply to requests for Accommodation by anyone who is not a Student or prospective Student, nor does it apply to BCIT employees. Policy 7511, Employment and Educational Equity addresses employment equity.

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### 4. Who This Policy Applies To

This Policy applies to Students and prospective Students with permanent or temporary disabilities, in their capacity as Students, and to members of the BCIT community whose duties and activities may impact those Students.

### 5. Related Documents and Legislation

#### Provincial Legislation:

*Accessible British Columbia Act, SBC 2021, c 19*

*Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165*

*Human Rights Code, RSBC 1996, c 210*

#### BCIT Policies:

5003, Admissions

5101, Student Regulations

5103, Student Evaluation

6700, BCIT Freedom of Information and Protection of Privacy

7200, Cannabis Use

7511, Employment and Educational Equity

### 6. Definitions

**Student:** A person who is enrolled in or who has been accepted for enrollment at the Institute in full-time or part-time courses.

**Student(s) with a Disability:** A Student who has a condition that is recognized as a mental or physical disability under the BC Human Rights Code and who is therefore protected from discrimination based on this condition.

**Accommodation:** A modification or adaptation that is designed to reduce or remove barriers to participation for a Student with a Disability.

**Individual Accommodation Plan (IAP):** The document developed by a Vocational Rehabilitation Specialist (VRS) based on their assessment that outlines the Accommodations to which a student is entitled.

## 7. Duties and Responsibilities

The provision of reasonable Accommodation to Students with a Disability requires cooperation and collaboration among all parties involved, including students, administrators, faculty, instructors and staff.

To facilitate Accommodation, BCIT has established Accessibility Services for the purpose of coordinating the resources required to provide Accommodation to Students with a Disability, in accordance with this Policy.

### 7.1 Students

A Student who seeks Accommodation for a disability has the responsibility to comply with this Policy and the procedures established under it. In particular, the Student must:

1. provide sufficient notice to Accessibility Services to allow the department to implement a particular Accommodation (typically a minimum of 6 weeks in advance of the required Accommodation or a minimum of 6 months for Accommodations involving significant implementation requirements). For clarity, a Student may request an Accommodation with less advance notice than indicated above and Accessibility Services will determine whether it is possible to facilitate the request on a case by case basis;
2. concurrently with the above request, provide acceptable and current medical documentation and information to Accessibility Services, as outlined in Procedure 4501-PR1;
3. pay all third party costs of obtaining documentation and information related to their disability and providing such documentation and information to BCIT, subject to any funding sources available;
4. provide consent for third parties to disclose relevant personal information to Accessibility Services and for Accessibility Services to collect such information and to disclose relevant information to third parties; and
5. meaningfully participate in the Accommodation process and accept reasonable Accommodation provided by the institute. This responsibility includes but is not limited to, engaging collaboratively with Accessibility Services and with BCIT administrators, faculty, instructors, staff or other relevant individuals.

Failure to comply with these guidelines may lead to delays or denial of the Accommodation request.

A Student who is receiving an Accommodation must meet the same or functionally equivalent admissions requirements and course prerequisites as other Students and must demonstrate acquisition and mastery of the essential knowledge or skills required for passing a course and/or completing a program.

### 7.2 The Institution

The institution of BCIT and its employees, including its executive, administrators, staff and faculty, have the responsibility to:

1. provide reasonable Accommodation to Students with a Disability in accordance with this policy;

2. ensure that all relevant individuals are aware of this Policy and their responsibilities under it;
3. support all relevant individuals to implement Student Accommodations, including making training available and/or participating in training on collective responsibilities to provide Accommodations;
4. endeavour to ensure that all Students have access to and knowledge about this Policy, including provision of information about this policy in course outlines;
5. respect the privacy and confidentiality of Students' disability-related information in accordance with BCIT Policy 6700, Freedom of Information and Protection of Privacy;
6. establish Accessibility Services to support the following functions:
  - a. process Student requests for Accommodations;
  - b. evaluate these requests in accordance with this Policy and in the manner outlined in Procedure 4501-PR1; and
  - c. implement Accommodations in the Individual Accommodation Plan that cannot be reasonably implemented by the program area on its own;
7. assist Accessibility Services in its duties under the Policy, by undertaking the following:
  - a. provide any information requested by Accessibility Services, with the student's consent where required;
  - b. facilitate and participate in collaborative conversations between Students, Accessibility Services, and Program area personnel to identify mutually agreeable outcomes that provide the Student with access to learning;
  - c. give consideration to the identification and delineation of essential educational requirements of the specific program of study with regard to the Accommodation being considered;
  - d. facilitate the implementation of any Individual Accommodation Plan approved under this Policy; and
8. comply with lawful and reasonable determinations made by a review committee pursuant to a review under Procedure 4501-PR1.

## **8. Procedures Associated With This Policy**

Procedure 4501-PR1, Requests for Accommodation

## **9. Forms Associated With This Policy**

See Procedure 4501-PR1 for list of forms.

## **10. Special Situations**

None

**11. Amendment History**

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 4501 version 1	1993 Nov 30	Replaced
Revised:	Policy 4501 version 2	1997 Jan 08	Replaced
Revised:	Policy 4501 version 3	2005 Feb 01	Replaced
Updated Template:	Policy 4501 version 3	2009 Feb 01	Replaced
Revised:	Policy 4501 version 4	2019 Aug 25	Replaced
Revised:	Policy 4501 version 5	2021 Oct 05	In Force

**12. Scheduled Review Date**

2026 Oct 05