

## **Requests for Accommodation**

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Department Responsible:	Student Services
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### **Objectives**

This procedure applies to Policy 4501, Accommodation for Students with Disabilities (the "Policy"). It describes the process whereby students or prospective students with disabilities may make requests for accommodation.

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### **Who Does This Procedure Apply To?**

This procedure applies to students and prospective students with disabilities, and to BCIT administrators, faculty, instructors, and staff.

### **Procedure**

#### **1. Requests for Accommodation**

A student with a disability may make a request for accommodation by

- A. contacting the Disability Resource Centre (DRC) office to arrange an appointment,
- B. providing appropriate, current documentation to the DRC, as required under the Policy,
- C. providing a signed disclosure agreement to the DRC, as described below, and
- D. meeting with a DRC learning specialist or vocational rehabilitation specialist to
  - I. review the documentation,
  - II. discuss the functional impact of the disability and the types of reasonable accommodation BCIT might be able to provide, and
  - III. discuss what additional information BCIT might require to assess the student's request for accommodation.

To allow sufficient time for assessment and implementation of accommodation requests, students should contact the DRC in a timely manner. Wherever possible, accommodation requests should be made before or at the time of acceptance to BCIT, or at least six weeks

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before the commencement of any course or program for which accommodation is sought, provided that

- A. if accommodation is sought in relation to admission criteria, the request should be made before or at the time of application for admission,
- B. if accommodation could potentially require significant physical alterations to BCIT facilities, the request should be made at least four months before the commencement of any course or program for which accommodation is sought, and
- C. if accommodation could potentially require acquisition of special or additional resources which are not regularly available at BCIT (such as, for example, interpreters, electronic note takers, alternate format textbooks, or adaptive technology), the request should be made at least four months before the commencement of any course or program for which accommodation is sought, or at such earlier time as may be necessary to allow BCIT to comply with timelines established by any applicable outside agency or service provider.

A delay in notifying the DRC of a request for accommodation could result in the request not being assessed or implemented in time for the course or program for which accommodation is sought.

If a student makes a request for accommodation without providing sufficient supporting documentation and information, the DRC may require the student to provide additional documentation or information. In exceptional circumstances, BCIT may provide limited and temporary accommodation to a student before the student has provided sufficient supporting documentation and information, but usually on a "one time only" basis.

**2. Disclosure Agreement**

Before a request for accommodation will be considered, the student must enter into a disclosure agreement with BCIT, which will

- A. confirm the student's obligation to disclose all relevant information to the DRC to enable it to properly assess the student's request,
- B. confirm the student's consent for the disclosure of any relevant information to the DRC (directly, or through the applicable Associate Dean) by BCIT administrators, faculty, instructors, and staff,
- C. authorize the DRC to disclose personal information about the student to involved service providers and/or BCIT personnel, to the extent the DRC considers it necessary for the student's request to be properly assessed, or for accommodation to be provided to the student, and
- D. confirm the DRC's authority to compile, use, and disclose non-identifying data about accommodation requests for the purposes of program planning and evaluation, service delivery, and research.

**3. Consultation**

When assessing a student's request for accommodation under the Policy (Requests for Accommodation, Part 2 - Assessment of Request), or considering a modification to an Individual Accommodation Plan, the DRC will consult with the applicable Associate Dean.

The Associate Dean will (subject to the terms of the student's disclosure agreement) be responsible for notifying involved faculty, instructors, and/or staff about the request for accommodation, or the contemplated modification to the Individual Accommodation Plan.

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To the extent the Associate Dean considers it necessary, the Associate Dean will, in a timely manner, and before any applicable deadline the DRC may establish,

- A. invite involved faculty, instructors, and/or staff to provide him or her with any information or comments that may be of assistance to the DRC in assessing the request or considering the modification, and
- B. communicate such information or comments to the DRC.

The DRC will consider any information or comments communicated to it by the Associate Dean in assessing the request or considering the modification.

### 4. Reviews

Requests for a review under the Policy (Requests for Accommodation, Part 3 - Review of Assessment) or Part 4 (Review of Implementation) should be made in a timely manner. In general, this means that

- A. a request under the Policy for a review of the DRC's assessment of a student's accommodation request should be made within one week of the student being informed of the DRC's assessment, and
- B. a request under the Policy for a review of the implementation of the DRC's recommendations (including a review of the implementation of the requirements of an Individual Accommodation Plan or other recommendations made by the DRC) should be made within one week of the student becoming aware of any act or omission by a BCIT administrator, faculty member, instructor, or staff member which the student is asking the Director of Student Services (the "Director") to review,

provided that the Director may extend the time for a student to make a request, if the student has provided a reasonable explanation for any delay, and the Director considers that an extension of time would be appropriate in the circumstances.

When a student makes a timely request to the Director for a review under Part 3 or 4 of the Policy, the Director

- A. will consider the student's request for a review, in consultation with the DRC, and
- B. may meet with the student, the applicable DRC specialist(s), and/or other involved BCIT personnel, together or separately, to discuss the student's request,

before making any decision, recommendation, or direction under the Policy regarding the request.

## Forms Associated With This Procedure

Form DRC-3, Student Intake  
Form drc\_si(e)\_080417 Student Information (online version of Student Intake form DRC-3)  
Form LIB-61 (03.05), Disclosure Agreement  
Individual Accommodation Plan  
Form V3, Exam Invigilation Request

**Amendment History**

1. Created 1997 Jan 08 (with policy)
2. Revision 1 2005 Feb 01 (with policy)
3. Revision 2 (new template) 2009 Feb 01