

Requests for Accommodation

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1. Objectives

This procedure applies to Policy 4501, Accommodation for Students with Disabilities. It describes the process whereby Students may request Accommodation in accessing BCIT facilities or services.

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3. Who Does This Procedure Apply To?

This procedure applies to Students who wish to request Accommodation, and to members of the BCIT community who are involved in responding to those requests.

4. Procedure

4.1. Requests for Accommodation

4.1.1. Requesting an Accommodation.

A Student may make a request for Accommodation by:

- A. booking an intake assessment with a Vocational Rehabilitation Specialist (VRS), which requires:
 - I. submitting a completed online, ACCESS-14, [Student Intake and Self-Assessment Form](#) to Accessibility Services;
 - II. providing current medical documentation outlining the nature and extent of the disability (see section 4.2 of this Procedure); and

- III. contacting Accessibility Services to schedule an appointment with a Vocational Rehabilitation Specialist; and
- B. meeting with the Vocational Rehabilitation Specialist to:
 - I. sign a disclosure agreement to Accessibility Services;
 - II. review the documentation that the Student has provided;
 - III. discuss the functional impact of the disability and Accommodation BCIT might be able to provide; and
 - IV. discuss any additional information BCIT might require to assess the Student's request for Accommodation.

4.1.2. Timelines for Accommodation Requests

To allow sufficient time for assessment and implementation of Accommodation requests, Students must contact Accessibility Services in a timely manner, as follows:

- 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. course or program Accommodation requests should be made at the time of acceptance to BCIT, or at least six weeks before the commencement of any course or program for which Accommodation is sought, whichever is greater; and
- C. if an Accommodation could potentially require significant implementation time or acquisition of special or additional resources that are not regularly available at BCIT, the request should be made at least six months before the commencement of any course or program for which Accommodation is sought or at such earlier time as may be necessary. Examples of such resources include, without limitation, physical alterations to BCIT facilities, engaging interpreters or electronic note takers, preparing alternate format textbooks, and implementing adaptive technology.

A delay in notifying Accessibility Services of a request for Accommodation may result in the request not being assessed or implemented in time for the start of the course or program for which Accommodation is sought.

4.1.3. Evaluation Accommodation Requests

Accommodations required by an Individual Accommodation Plan may impact the nature or delivery of an exam or other form of evaluation. When support from Accessibility Services in arranging the Accommodation is required pursuant to an Individual Accommodation Plan, Students and faculty must comply with the following procedures:

- A. at least ten business days before any exam, or other evaluation, Students will submit a completed online DRC-10_V10(2022:02), [Exam Scheduling Request Form](#) to Accessibility Services, in either electronic or paper form; and
- B. at least 24 hours before the start of the evaluation, Instructors will provide Accessibility Services with a copy of the evaluation and instructions;
- C. if a Student does not submit a form within the times set out above, they may submit a completed Exam Scheduling Request Form late to Accessibility Services, who must determine whether Accommodation is possible under the circumstances; and
- D. if a faculty member does not provide the evaluation and instructions to Accessibility Services within the times set out above, the faculty member must reschedule the evaluation.

4.2. Medical documentation

Medical documentation must come from a qualified provider and must include sufficient information to allow the Vocational Rehabilitation Specialist to determine eligibility for Accommodations. If a Student makes a request for Accommodation without providing sufficient supporting documentation, Accessibility Services may require the Student to provide additional documentation. To support provision of comprehensive and sufficient medical documentation, Accessibility Services has produced a standard [medical evaluation form](#) that Students are encouraged to bring to their provider to complete. Other forms of medical documentation may also be accepted. Acceptable medical documentation must:

- A. be current and relevant in relation to the nature of the medical condition;
- B. be provided by qualified health professionals, determined by Accessibility Services to have the specific training and expertise in and scope of practice for the diagnosis of conditions for which the Accommodation is being requested;
- C. include the signature, credential and license or registration number of the above health professional;
- D. provide sufficient detail to confirm the existence of a medical condition. Disclosure of a specific diagnosis is not required to access Accommodations, services and supports;
- E. provide sufficient information about the nature of the medical condition to determine appropriate Accommodations, including a detailed explanation of the functional impact of the condition and how it impacts the Student's ability to learn; and
- F. provide information about the prognosis and/or duration of the condition.

4.3. Requirements Established by Third Parties

Some BCIT programs are subject to external certification, including but not limited to requirements established by:

- A. federal or provincial government entities such as Transport Canada or the BC Industry Training Authority; or
- B. regulatory agencies with jurisdiction over BCIT.

A Student seeking an Accommodation involving external certification should make a request for Accommodation directly to the certifying body involved. Where appropriate, Accessibility Services may assist the Student in making such a request.

Some BCIT programs include off-campus learning experiences under full or partial control of third parties, including but not limited to the following:

- A. industry partners providing placements, such as co-ops, for BCIT Students within their workplaces;
- B. hospitals or other clinical agencies providing practicum sites for BCIT Students;
- C. employers engaging BCIT to provide industry training to their employees;
- D. school districts providing industry training programs for secondary school Students in partnership with BCIT; and
- E. other post-secondary educational institutions offering programs jointly with BCIT.

A Student who requests Accommodation for an off-campus learning experience must make a request to Accessibility Services, in accordance with Policy 4501. In considering that request, Accessibility Services:

- A. must inform the third party of BCIT's obligations under the Policy; and

- B. may consult with the third party about coordinating any Accommodation provided to the Student by the third party and/or BCIT.

4.4. Disclosure and Consultation

When assessing a Student's request for Accommodation, or considering a modification to an Individual Accommodation Plan, Accessibility Services may consult with the respective Associate Dean, Program Head/Department Head/Program Coordinator, and faculty, to the extent necessary.

Before a request for Accommodation will be considered, the Student must enter into a disclosure agreement with BCIT that:

- A. confirms the Student's obligation to disclose all relevant information that Accessibility Services requires to evaluate the Student's request;
- B. provides the Student's consent for the program area to disclose relevant information to Accessibility Services to the extent necessary, and for Accessibility Services to use such information;
- C. authorizes Accessibility Services to disclose relevant personal information about the Student to involved service providers to the extent Accessibility Services considers it necessary for the assessment and provision of the Accommodation;
- D. authorizes Accessibility Services to disclose relevant personal information about the Student with BCIT personnel to the extent necessary for the assessment and provision of the Accommodation; and
- E. confirms Accessibility Services' authority to compile, use, and disclose non-identifying data about Accommodation requests for the purposes of planning, evaluation and service delivery.

4.5. Individual Accommodation Plan (IAP)

4.5.1. Plan Development

Based on the evaluation of the request for Accommodation, documentation received, and any related consultation, Accessibility Services may, where Accessibility Services considers it appropriate and feasible to do so:

- A. prepare an Individual Accommodation Plan outlining the recommended Accommodation;
- B. require the Student to provide updated documentation or information on an ongoing or periodic basis;
- C. require ongoing or periodic assessment and monitoring of the Student's needs and academic progress;
- D. take other appropriate steps to provide or facilitate the provision of reasonable Accommodation to the Student without establishing an Individual Accommodation Plan; and
- E. take no action if no Accommodation is determined by the VRS to be required. Accessibility Services may provide the Student with support and referrals for exploring alternative options.

4.5.2. Plan Distribution

Subject to the terms of the Student's disclosure agreement, the Associate Dean or their designate must notify faculty, instructors, and staff about the terms of the Individual Accommodation Plan.

An Individual Accommodation Plan takes effect when:

- A. it has been agreed to by the Student and Accessibility Services; and
- B. the applicable Associate Dean and Program Head, Department Head, or Program Coordinator have been informed of the plan.

An existing Individual Accommodation Plan may be modified by Accessibility Services in consultation with all parties.

4.6. Review of Decisions

4.6.1. Student-Initiated Review

A Student may request a review of decisions and actions related to the following aspects of the Accommodation process:

- A. the outcome of an evaluation of their request for Accommodation by Accessibility Services;
- B. the content of an Individual Accommodation Plan; and/or
- C. the implementation of their Individual Accommodation Plan

Students will request a review by submitting a written appeal to the Associate Director of Student Access and Wellbeing (“Associate Director”) within 5 business days of the Student receiving the outcome of Accessibility Services’ assessment or of the Student becoming aware of a deficiency in implementation of an Accommodation. An appeal must be in writing, submitted to accessibility@bcit.ca care of the Associate Director, and include the nature of the concern and basis of the appeal.

When the Associate Director receives an appeal from a Student, the Associate Director:

- A. must consider the Student’s request, in consultation with Accessibility Services;
- B. may meet with the Student, applicable Accessibility Services personnel, and other BCIT personnel who are involved in the plan to discuss the Student’s appeal; and
- C. must make a decision, recommendation, or direction under the Policy regarding the appeal. Where possible, this review should be completed within 8 business days.

4.6.2. Faculty-Initiated Review

At any time a Faculty member is encouraged to consult with the Vocational Rehabilitation Specialist who prepared the Individual Accommodation Plan (IAP) to discuss any impacts the plan poses to the quality or delivery of the course. If the impacts of the IAP are unable to be resolved, the faculty member or VRS may request a IAP Review to the Associate Dean and/or the Associate Director, Student Access and Wellbeing. The Review will include the following procedures:

- A. if the IAP is for a course that is already underway, the IAP Accommodations will continue pending the review unless there is an identified risk to the Student or others as identified by the Associate Dean and the Associate Director. Where a risk is identified that requires a limitation to be placed on a Student’s participation in their education pending the Review, efforts will be made to mitigate the impact of the Review on the Student’s participation in their education to the extent that is possible and appropriate.
- B. the Associate Dean and the Associate Director will review the IAP and impacts identified by the faculty member and assess the academic needs and the Accommodation obligations to identify any resolutions. The reviewers may consult with academic or

Accommodation experts in determining appropriate resolutions. Where possible this review should be completed within 6 business days.

- C. in the event that an appropriate resolution is not achieved by the Associate Dean and Associate Director, a formal Accommodation review will be submitted to the Dean of the school and the Senior Director of Student Success. The formal Accommodation review must include the original IAP, the identified impacts to the academic delivery, the resolutions considered, and the identified barrier to implementation. The Dean and Director will consult subject matter experts including the Office of Respect, Diversity, and Inclusion on relevant matters. The Dean and Director will make a final decision as to the implementation of the IAP or academic limitations to be factored into an adjusted IAP by the VRS. Where possible, this review should be completed within 8 business days.

Forms Associated With This Procedure

Form ACCESS-14, Student Intake and Self-Assessment Form
 Form ACCESS-13, BCIT Medical form
 Form LIB-61_V4, Disclosure Agreement
 Form DRC-10_V10(2022:02), Exam Scheduling Request Form
 Form ACCESS -9, Exam Invigilation Instructions

Amendment History

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