

<b>DOCUMENT TITLE</b>	<b>Academic Accommodations for Students with Disabilities</b>
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<b>RESPONSIBLE OPERATIONAL LEADER</b>	Director Student Affairs

## ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

### PURPOSE

The purpose of this document is to guide College employees, applicants and students during the process of assessing academic accommodation needs or challenging accommodation decisions. For the purposes of this procedure, “student” means a person who is admitted to or enrolled in a Camosun course or program.

### ACCOMMODATION PROCESS

- 2.1 The College advises all students about the availability of services for students with disabilities. Information about the Centre for Accessible Learning is included with Offers of Acceptance for post- secondary programs.
- 2.2 Students seeking academic accommodation must identify their disability to the College through the Centre for Accessible Learning. Early identification is encouraged so that appropriate academic accommodations can be put in place in a timely way.
- 2.3 The Centre for Accessible Learning will collect all appropriate documentation and will assign each student to a Centre for Accessible Learning Instructor who will meet with the student to review eligibility and to consult about appropriate academic accommodation.
- 2.4 The Centre for Accessible Learning Instructor will prepare a written Accommodation Letter that lists academic accommodations suited to the student’s functional limitations. The student’s

supporting documentation is strictly confidential and is kept secure in the Centre for Accessible Learning.

- 2.5 Each term the student will be provided with a copy of their personal Accommodation Letter. It is the responsibility of the student to share a copy with the course instructor for each class for which academic accommodation is required.

## CHALLENGE TO AN ACCOMMODATION DECISION

- 3.1 If a student has a concern about the adequacy of or the provision of accommodation, the concern should be raised immediately with the relevant course instructor or decision maker. If the matter remains unresolved, the student should contact their Centre for Accessible Learning Instructor. The Centre for Accessible Learning Instructor together with the course instructor or decision maker, as appropriate, will meet with the student as soon as is reasonably possible to review and attempt to resolve the student's concerns.
- 3.2 If the Centre for Accessible Learning Instructor, and course instructor or decision maker, as applicable, and the student, are unable to come to an acceptable resolution within five (5) working days from the date the concern is raised with the Centre for Accessible Learning Instructor, the student may submit an appeal to the Manager, Centre for Accessible Learning, for review.
- 3.3 The Manager, Accessible Learning, will within five (5) working days of the submission, review and decide the matter, and will communicate the College accommodation decision to the student in writing. This constitutes a **First Stage Appeal**.
- 3.4 A student may, within five (5) working days, appeal the first stage appeal to the Director of Student Affairs by submitting the [Academic Accommodations for Students with Disabilities – Second Stage Appeal Form](#). This constitutes a **Second Stage Appeal**.

Grounds for a Second Stage Appeal:

- there was a serious procedural or factual error in the first stage appeal; and/or
- new evidence or information, not reasonably available at the time of the first stage appeal has emerged.

The Director of Students Affairs, will within five (5) working days of submission, review and decide the matter, and will communicate the decision to the student in writing.

- 3.5 The student may, within ten (10) working days, appeal the second stage appeal to the Provost and Vice President Education & Innovation or their designate by submitting the [Academic Accommodations for Students with Disabilities – Final Stage Appeal Form](#). This constitutes a **Final Stage Appeal**.

Grounds for a Final Stage Appeal:

- there was a serious procedural or factual error in the second stage appeal; and/or
- new evidence or information, not reasonably available at the time of the second stage appeal has emerged.

The Provost and Vice President Education & Innovation or their designate, will within five (5) working days of submission, review and decide the matter, and will communicate the decision to the student in writing.

**RELATED LEGISLATED REFERENCES**

- [British Columbia Human Rights Code](#)

**LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES**

- [G-2.1 Equity, Diversity, and Inclusion Policy](#)
- [O-6.1 Protection of Privacy Policy](#)
- [The Centre of Accessible Learning](#)