

DOCUMENT TITLE	Academic Accommodations for Students with Disabilities
DOCUMENT NUMBER	E-2.11.1
NAME OF POLICY THE DOCUMENT SUPPORTS	Academic Accommodations for Students with Disabilities
TYPE OF DOCUMENT	Procedures
APPROVAL DATE	May 2020
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	May 2025
HOLDER	VP Student Experience
RESPONSIBLE OPERATIONAL LEADER	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.
- 2.5 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.

2.6 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. 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, 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, 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.

3.4 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 **First Stage Appeal as per College policy E-2.4 Student Appeals**. If the student is not satisfied with the decision, the student may, within five (5) working days, submit their concern to the next level of authority, the Director of Student Affairs for a **Second Stage Appeal**.

The **Director of Students Affairs**, within five (5) working days of the Second Stage Appeal, will review and decide the matter, and will communicate the College accommodation decision to the student in writing.

3.5 If the student is not satisfied with the decision of the Director, the student may appeal to the Vice President Student Experience or his or her designate. The student shall submit a request with supporting documentation to the Office of the Vice President Student Experience within ten (10) working days of receiving the Director's written decision. The student Request for **Final Stage Appeal** form is available through the Student Services Department, from all School administration offices, and online.

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](#)