
Access to Accessibility Services

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Owner:	VP AR
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POLICY STATEMENT

Students with documented disabilities will have reasonable access to New Brunswick Community College (NBCC) courses, programs, and services. According to the New Brunswick Human Rights Commission, disabilities can be physical and/or mental.

PURPOSE

The purpose of this policy is to ensure NBCC students with a disability will be able to maintain their independence and dignity during their studies. NBCC will accomplish this through providing reasonable accommodations to accepted students, while at the same time maintaining the academic integrity of courses/programs. Students are to provide documented proof of disability to the appointed campus representative.

SCOPE AND LIMITATIONS

This procedure covers the span between when a student identifies their need for an accommodation with accessibility services until the student is no longer a registered student at NBCC.

1.0 DEFINITIONS

Academic Accommodation

- refers to support provided to enable students to meet program outcomes, while at the same time maintaining the academic integrity of program curriculum.

Accommodation

- the process for ensuring that all persons are treated equitably. Accommodation of students with a disability involves making adjustments to their educational environment, or providing alternative arrangements to eliminate any discriminatory effect they would otherwise have on the students because of their disability. The goal of accommodating students with a disability is to ensure their fullest possible participation in a timely manner and to the same extent as students without disabilities, not only in the classroom, but in all aspects of the educational experience, and to ensure that they have the opportunity to meet their individual potential.

Disability

- refers to any condition, physical or mental, which limits the opportunities of a person to meet the essential requirements of a course or program.

Reasonable Accommodation

Where persons are unable to meet program outcomes because of a disability, NBCC must provide reasonable and appropriate accommodation as determined by valid supporting documentation.

Reasonable and appropriate accommodation can be made by providing alternative ways for individuals to meet the program outcomes.

Accommodation is not reasonable if it imposes undue hardship.

An accommodation is reasonable when it is at a point that providing an accommodation would not pose undue hardship to the college community giving due consideration to budgeting requirements, outside sources of funding/support, and health and safety requirements. Accommodation will not in any manner reduce the standards, academic or otherwise, of the NBCC.

Service Accommodation

- a change or increase in resources or services offered by an NBCC campus to accommodate the particular needs of a student with a disability.

Service accommodations may include, but are not limited to, the following:

- a) alternative media to support exceptional needs and individual learning styles
- b) design of academic and classroom accommodations
- c) assistance with applying for the Canada Study Grant for students with permanent disabilities
- d) access to assistive technology, advocacy, and support
- e) mentoring services for students with transition needs
- f) special arrangements or accommodations for tests and exams

Students with specific, documented needs related to a disability may be provided with exam accommodations, such as a separate location or extended time for exam completion.

2.0 IMPLEMENTATION

According to the New Brunswick Human Rights Code all students, including students with physical or mental disabilities have the right to equality of access to educational opportunities. In keeping with the values of student success, accessibility, diversity and respect, as well as the legal requirement to do so, NBCC is committed to ensuring full participation for students with documented disabilities. Students with disabilities are full and equal members of the student population and accorded the same rights, opportunities, and responsibilities as other students.

NBCC respects and adheres to the standards set by the Protection of Personal Information Act and will abide by all rules concerning the handling of information about individuals, including students with disabilities.

2.1 Responsibilities of Students

Note: Applicants are not required to notify NBCC of a disability or need for accommodations prior to admission. However, appropriate academic and service accommodations require time to plan and implement. Students with disabilities are encouraged to self-identify early by checking off the box on the application form noting they have a disability / accommodation and/or accessibility needs.

Students are responsible to:

- a) self-identify a disability to the Learning Strategist at their respective campus and supply all required documentation so that appropriate accommodations and services may be implemented.
- b) provide the funding to pay for supports on campus which have a cost associated with them such as professional tutoring, note-taking, etc.
- c) collaborate with the Learning Strategist and other appropriate staff or support persons on an ongoing basis to manage the accommodation process, including providing additional medical or psychological information to the Learning Strategist as required.

- d) meet the curriculum learning outcomes and essential requirements of courses and programs once accommodation is provided.

Students with a disability already enrolled in an NBCC program or course who have not self-identified in the application process or during orientation are encouraged to contact the Learning Strategist to discuss disability-related needs, and to arrange for reasonable and appropriate accommodations to be made.

2.2 Responsibilities of the College

NBCC is responsible to:

- a) advise applicants and students of the services and accommodations available to students with disabilities and how they can be accessed.
- b) assist the student (when NBCC staff are asked) in completing the paperwork to apply for the funding to cover these needs.
- c) maintain the academic standards for all courses and programs. Learning outcomes for College programs and courses will reflect bona fide occupational requirements.
- d) take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated.
- e) provide reasonable and appropriate academic accommodations when requested by students with disabilities. NBCC may consider the following factors when assessing academic accommodations:
 - i. the need to maintain NBCC's academic standards.
 - ii. the existence of a public safety risk or a substantial risk of personal injury to the student with a disability.
 - iii. whether a reasonable accommodation can be made within NBCC's budget or through the students' funding sources.

2.3 Process for Students with Documentation

Applicants are not required to notify NBCC of a disability, or need for accommodations prior to admission, however, appropriate academic and service accommodations require time to plan and implement, therefore students with disabilities are encouraged to self-identify early. A delay in contacting the Learning Strategist may result in an inability to provide the services required, and may delay implementation of possible accommodations. It is important for students with known disabilities to apply and register as early as possible.

2.3.1 Students with disabilities shall contact the Learning Strategist at the campus of their program. This will facilitate the provision of special arrangements necessary to accommodate the disabilities.

2.3.2 The Learning Strategist (upon receiving the referral) arranges to meet with the individual. Whenever possible, meetings will be done face-to face, however, in certain situations it may not be possible and contact will be made via email, and/or over the telephone.

- 2.3.3** During Accommodation meetings, the Learning Strategist determines individual student needs relating to accommodations and accessibility and develop an Individual Accommodations Plan in partnership with the student, and/or others as needed. NBCC requires documentation from a psychologist, psychiatrist, or medical doctor to accommodate students with disabilities. At this time, disability related documentation generally needs to be no more than three (3) years old, to meet funder requirements.
- 2.3.4** Students with disabilities are responsible for providing the funding required for the accommodations which have a cost associated with them – for example, computers, assistive technology, professional tutoring, and note-taking services. The Learning Strategist or other designated staff can assist the student in completing the appropriate forms to obtain possible funding.
- 2.3.5** At the beginning of each semester, the Learning Strategist provides each respective Academic Chair with a list of the students with documented disabilities in their department, including their respective accommodation requirements. It includes recommendations for classroom and instructional delivery adaptations for the specific disability. Consultation and tailoring of recommendations for specific student's needs is available upon request (by either student or instructor).
- 2.3.6** The Academic Chair advises their faculty of the student' (s) needs. Any clarification, questions or concerns should be addressed to the Learning Strategist. The Academic Chair is responsible to work with the faculty to ensure the student obtains their day-to-day accommodation requests, strategies and approvals.
- 2.3.7** With the use of these accommodations, the student is expected to achieve the same standard of quality and proficiency as required of other students in the course.
- 2.3.8** Should a student with a disability decide at any time to not use the appropriate accommodations as indicated in their documentation, the Learning Strategist will have the student complete a form to indicate that they are refusing accommodations and/or support. This form shall be placed in the student's file. Students will be able to rescind the refusal by contacting the Learning Strategist.

2.4 Students identified while at NBCC

Although this policy is written for students with documented disabilities, it is recognized that many students' disabilities are identified while they are studying at NBCC. This section of the procedure addresses these situations.

- 2.4.1** Students who are not meeting the academic standards of their respective program and/or are experiencing behavioural difficulties shall be referred to the Learning Strategist through the Program to Assist Student Success (PASS).
- 2.4.2** During the meeting(s) with the Learning Strategist, it may be determined that the student may have (a) disability(ies).

- 2.4.3** In all cases if the Learning Strategist determines through his/her evaluation that there is a high likelihood that a student has a disability, the student will be provided with information necessary to obtain a formal assessment. The Learning Strategist can set up temporary accommodations and services based on the use of an approved NBCC documentation process which can be adjusted once formal documentation is received. Any financial implications for these services are the responsibility of the student, however, every effort shall be made to assist the student in obtaining funding to cover the supports which have a cost associated with them.
- 2.4.4** No mention of accommodation shall be placed on a transcript.
- 2.4.5** While NBCC shall do its best to facilitate appropriate support and accommodations, the student must accept the final responsibility for meeting course and program requirements. Those providing services shall make a conscious effort to encourage students with disabilities to become autonomous learners and self-advocates.

2.5 Appeal

Any appeals of a decision relating to accommodation of disabilities shall be dealt with under the existing Student Appeals Policy of the College.

3.0 OTHER RELATED DOCUMENTS

PASS Program (1000.4922)