



Accommodations and Accessible Learning Services for Students with Disabilities Procedures

Document Number:	#3-17-1P1
Related Policy:	3-17 Accommodations and Accessible Learning Services For Students With Disabilities
Effective Date:	May 1, 2022
Approval Date:	March 11, 2022
Supersedes:	February 12, 2016
Administrator Responsible:	Vice President, Students & Community Engagement
Associated Documents:	3-17-2F1 Accommodations and Accessible Learning Form

The following procedures outline the process for determining and administering the provision of accommodations and accessible learning services.

1. ADMISSION

The College encourages applications from individuals with disabilities. Applicants requiring assistance at the admissions stage are encouraged to contact the DALs as soon as possible.

2. DOCUMENTATION* OF DISABILITIES

- a. Students who would like to utilize accessible support services, referrals for external funding and/or accommodations are required to provide documentation to DALs.
- b. Students who wish to access services or funding from an external agency should contact DALs to clarify eligibility requirements. DALs is available for consultation with students regarding individual documentation questions.
- c. Documentation must be from a relevant, qualified health or educational professional. Depending on the nature of the disability and the accommodations requested, further documentation may be required.

Appropriate documentation* should include:

- Date of report
- Diagnostic statement identifying the disability
- Description of disability-related restrictions and impact of limitations in an educational setting
- Signature and credentials of diagnosing professional

*NIC does not cover the cost of documentation.

3. DETERMINING ACCOMMODATIONS

- a. DALS will review the documentation provided by the student.
- b. In consultation with the student, DALS will determine the accommodations that would be appropriate in the course/program based on the functional impact of the disability in that setting. The essential learning outcomes for the course and program requirements will always be considered when determining the accommodation.
- c. The student and DALS will develop a confidential accommodation letter based on the documentation.
- d. DALS will forward the accommodation letter to relevant instructional faculty.

4. REVIEW OF REASONABLE ACCOMMODATIONS (RESOLUTION PROCESS)

Every effort is made to reach agreement regarding a ccommodation. If there is a lack of agreement with the accommodation plan and its implementation, a review may be requested.

- a. This request can be initiated by the student or an instructor by approaching DALS to discuss the request.
- b. If discussion does not resolve the concern, an Accommodation Review Form needs to be completed by the concerned party. Once the DALS faculty have signed the form, they will forward it to the Vice President, Students & Community Engagement and relevant parties. The review request process will normally include:
 - the accommodation requested;
 - the party's concerns regarding the accommodation;
 - rationale to support the alteration or addition of an accommodation;
 - course learning outcomes or program requirements; and,
 - details about issues or difficulties surrounding the implementation of the accommodation (if relevant).
- c. After consultation, the Vice President, Students & Community Engagement, will make a recommendation to the relevant parties. The outcome will be shared, in writing, with the parties involved. The Vice President, Students & Community Engagement will liaise with the appropriate dean or director. It may be necessary to consider undue hardship when resolving conflicts regarding accommodations.
- d. The student may also have recourse to processes outside NIC, such as filing a complaint with the BC Human Rights Tribunal.

5. ACCOMMODATED EXAMS AND ASSESSMENTS

- a. Accommodations for placement assessments, informal class tests or formal examinations such as mid-terms, finals, in-class writing assignments or lab exams will be determined and implemented through DALSS.
- b. Examination accommodations are based on individual requirements as per the disability documentation.
 - When approved for exam accommodations, students complete and submit a Request for Test Accommodation form to DALSS.
 - All students requiring exam accommodations are required to advise DALSS as early as possible but not less than seven days prior to the testing date.
 - DALSS will liaise with the instructor to request the exam or test or to communicate regarding the accommodations and/or alternate arrangements.
 - DALSS will schedule and supervise the testing and return completed tests or exams to the instructor.

6. ADAPTIVE TECHNOLOGY AND EQUIPMENT

Adaptive technology may be required as part of a student's accommodation needs.

- Students are encouraged to contact DALSS at least four months before classes begin to determine technology needs.
- DALSS will advise students on procedures and eligibility requirements if they require equipment for school use.
- Most adaptive hardware/software is obtained through the Ministry of Advanced Education and/or other funders.
- Students should contact DALSS for information about adaptive technology on campus.