

STUDENT ACADEMIC ACCOMMODATIONS POLICY

Policy Section:	Academic & Student Experience	Effective Date:	May 15, 2024
Policy Owner:	Vice President Academic & Student Experience	Last Revised:	March 18, 2024
Policy Administrator:	Manager, Accessibility & Wellness Services	Review Scheduled:	Every 4 years
Approver:	Executive Committee Academic Council		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. POLICY STATEMENT

Keyano College is committed to being accessible to all members of the community, including persons with disabling conditions. The purpose of this policy is to set out the College’s Duty to Accommodate Students, in its role as a service provider, under the *Alberta Human Rights Act*.

College is committed to fostering an inclusive environment that accommodates the diverse religious beliefs and practices of its students, staff, and faculty. This policy outlines the college’s approach to accommodating faith-based observances and practices and provides a mechanism for addressing concerns related to academic accommodation for students.

The *Alberta Human Rights Act* states that an organization has a duty to accommodate to the point of undue hardship.

This policy applies to all students of Keyano College.

1. Guiding Principles

1.1 The duty to accommodate applies to all services offered by the College including but not limited to:

- a. all courses, courses of study and programs;
- b. student services;
- c. athletic services;
- d. library and IT services;
- e. residences;
- f. parking; and
- g. testing services.

1.2 This policy applies to instructors, other employees, other contractors, and students at the College’s campuses in Alberta.

- 1.3 Accommodations create the possibility of equitable participation for all students who face barriers related to protected grounds.
- 1.4 Accommodations neither require nor imply that the College lower its academic and professional standards. Nor does accommodation relieve students of the responsibility to demonstrate the essential skills and competencies required by programs.
- 1.5 Accommodations for apprentices who are completing their technical training at the College will be in alignment with the Special Requirements as outlined by Alberta's Apprenticeship and Industry Training (AIT).
- 1.6 The responsibility for meeting the duty to accommodate falls on the entire College community.
- 1.7 The College has a duty to accommodate to the point of undue hardship in the provision of its services.
- 1.8 Students needing an accommodation are entitled to reasonable accommodation, not perfect accommodation or the accommodation requested.
- 1.9 The College will protect the privacy, confidentiality, and autonomy of students requiring accommodation, subject to sharing information when necessary to evaluate a request for accommodation or on a need-to-know basis.
- 1.10 Accommodations are provided on an individual, case-by-case basis in a timely and responsive manner, upon student request and registration with Accessibility Services.
- 1.11 The student has the right to stop the accommodation process at any time.
- 1.12 Accommodations do not provide an unfair advantage to the student and do not change the *Bona Fide* educational requirements of a course or program.
- 1.13 The coordination of accommodations for practicum placements is the responsibility of the College in collaboration with Accessibility Services, other College employees, and the organization hosting the practicum placement.
- 1.14 Recognizing and valuing the diverse religious beliefs and practices within the college community, this policy aims to maintain respect for diversity.
- 1.15 This policy helps to ensure that no individual is disadvantaged or discriminated against based on their religious, spiritual, or faith-based beliefs or practices.
- 1.16 Both the College and students seeking accommodation have responsibilities in the accommodation process.
- 1.17 This policy works in tandem with the Animals on Premises Policy and procedure in respect to service animals being permitted on campus for accommodation purposes.

- 1.18 Keyano College is responsible for providing all required accommodations and services for students with disabilities for collaborative program courses in the Bachelor of Education (taken from the Collaborative Agreement between Keyano and the University of Alberta).

2. Requesting an Accommodation

2.1 Disability-related accommodations

Students needing an accommodation because of a disability should register this need with Accessibility Services in accordance with the Student Accommodation Procedure.

To be eligible to receive disability related accommodations, students must:

- a. have a disability that impacts their functioning in the post-secondary learning environment.
- b. provide sufficient documentation of disability impacts.

2.2 Non-Disability Related Accommodations

Students needing an accommodation in relation to their coursework or to fulfill requirements for a certificate, diploma, or degree, based on a protected ground other than disability, including faith-based observances, should communicate this need in writing via email, to their instructor or the appropriate program coordinator. Where the request relates to the scheduling of a class, test, exam, or assignment the request must be made no later than ten business days prior to the class, test, exam, or assignment at issue.

Students needing an accommodation unrelated to their coursework or the requirements for a certificate, diploma, or a degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Office of the Registrar.

B. DEFINITIONS

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| (1) | Access Strategist: | means the Keyano College employee responsible for reviewing disability Documentation and determining whether a student qualifies for accommodations. The Access Strategist will determine appropriate accommodations and create the Letters of Accommodation and the Accessibility Plan |
| (2) | Accessibility Plan: | means the plan developed by Accessibility Services (AS) to meet the needs of the student with a disability for accommodation |
| (3) | Accessibility Services (AS): | means the department at Keyano College responsible for supporting the accommodations process and creating and coordinating Accessibility Plans |

- (4) **Act:** means the *Alberta Human Rights Act* in force at the relevant time
- (5) **Accommodation:** means making alterations to the delivery of services, courses of study or programs, or making modifications to physical environments to the extent necessary to address discrimination against a student based on any protected ground
- (6) **Accommodation Process:** means a collection of steps that are taken to capture, evaluate, and implement an Accommodation request
- (7) **Alberta Apprenticeship and Industry Training (AIT):** means the provincial organization under Advanced Education responsible for the training of Alberta Apprentices
- (8) **Apprentice:** means the individual completing industry training in a trade under AIT at Keyano College
- (9) ***Bona Fide* Educational Requirements:** means the requirements that are a reasonable and justifiable component of the program that may limit entry to, or completion of a program or a course. They include the admission, progression and graduation requirements that are essential to maintaining the academic integrity of a program, including those necessary for students to acquire and demonstrate essential skills and knowledge
- (10) **Business Days:** means the days that the College is open for business, excluding weekend and holiday closures
- (11) **College:** means Keyano College
- (12) **Disability:** means any degree of physical or mental disability as defined and interpreted pursuant to the Act, regardless of cause or duration. Protected ground under the Act
- (13) **Documentation:** means a report signed and dated by a credentialed health professional qualified to diagnose. It will be current and describe how the disability, and treatment if applicable, impacts the student's functioning in the academic setting
- (14) **Duty to Accommodate:** means the legal duty to accommodate a person's needs based on a protected ground (as defined by the *Alberta Human Rights Act*) to eliminate discriminatory effects upon students with disabilities

- (15) **Employee:** means an individual, other than an Instructor, who is engaged to work for the College under an employment contract
- (16) **Instructor:** means the Employee that is on record as the individual teaching a course, lab, or practicum placement
- (17) **Letter of Accommodation:** means the document prepared by the College and provided to the student that details the Reasonable Accommodation(s)
- (18) **Practicum Placement:** means a placement that is a component of the learning environment to support students in developing essential skills. It often takes place off-site (not on College premises) and is coordinated by a College department and an individual at the worksite
- (19) **Protected Grounds:** means the grounds listed in Section 4 of the Act as they are defined and interpreted pursuant to the Act including:
- race;
 - religious beliefs;
 - colour;
 - gender;
 - gender identity;
 - gender expression;
 - physical disability;
 - mental disability;
 - age;
 - ancestry;
 - place of origin;
 - marital status;
 - source of income;
 - family status;
 - and sexual orientation.
- (20) **Reasonable Accommodation:** means an Accommodation that addresses discrimination based on a protected ground, such as Disability status, that does not create Undue Hardship for the College
- (21) **Religious Beliefs:** means a system of belief, worship, and conduct, deeply held personal convictions or beliefs connected to an individual's spiritual faith

- (22) **Special Requirements:** means the term used by AIT to define Accommodations for exams and technical training
- (23) **Student:** means an individual registered in a College credit course or program of study
- (24) **Testing Services:** means the department at Keyano College responsible for proctoring tests and exams and is responsible for the implementation of approved Accommodations for course evaluation
- (25) **Undue Hardship:** means the legal standard where a proposed Accommodation would create unreasonable hardship for the College. Undue Hardship is the point of accommodation that creates onerous conditions for the employer or service provider that could deem the accommodation to be unreasonable. It includes, but is not limited to, prohibitive costs, disruption, or interference with the proper or necessary functioning of the College, increased probability of health or safety hazards to any person or class, *Bona Fide* Educational Requirements, or substantial interference with the rights of other individuals or groups

C. RELATED POLICIES

- Academic Standing Policy
- Animal on Premises Policy
- Employee Progressive Discipline Policy
- Examination Policy
- Respectful Workplace Policy
- Student Complaint Policy
- Student Non-Academic Misconduct Policy
- Substance Use Policy

D. RELATED LEGISLATION

- *Alberta Freedom of Information and Privacy Act*
- *Alberta Health Information Act*
- *Alberta Human Rights Act*
- *Canadian Charter of Rights and Freedoms*
- *Citizenship and Multiculturalism Act*
- *Post-secondary Learning Act*

E. RELATED DOCUMENTS

- Academic Standing Procedure
- Animal on Premises Procedure
- College and Association of Registered Nurses of Alberta (CARNA)—Document Library
- Defenses to Human Rights Complaints: Human Rights Guide – Alberta Human Rights Commission
- Duty to Accommodate Students with Disabilities in Post-Secondary Institutions: Interpretive Bulletin (2010). Alberta Human Rights Commission
- Duty to Accommodate: Human Rights Guide – Alberta Human Rights Commission
- Employee Progressive Discipline Procedure
- Examination Procedure
- Student Academic Accommodations Procedure
- Student Complaint Procedure
- Student Non-Academic Misconduct Procedure
- Substance Use Procedure
- Testing Services Guidelines

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/23/2019	New	All	Director, Student Services	Vice President Academic
04/23/2021	Revised	All	Director, Student Services	Vice President Academic
03/18/2024	Revised, including addition of faith-based accommodations. Previous Accommodations for Students with Disabilities Policy and procedure will be rescinded.	All	Manager, Accessibility & Wellness Services	Vice President Academic & Student Experience