
Policy Title:	Academic Accommodations for Students with Disabilities		
Policy No:	7501	Policy Version:	V1
		Approval Date:	January 22,2018
Original Submission Date:	January 2018	Effective Date:	January 22, 2018
Approval Body:	Academic Council	Revision Date:	January 2020

Policy Statement

Ascenda School of Management (ASM) recognizes its moral and legal duty to support students with disabilities in their pursuit of education. ASM will endeavor to the best of its ability to remove barriers, enable access to services and facilities, and to arrange reasonable accommodations support student success. ASM’s goal is to ensure fair and consistent treatment of all students, including students with disabilities, in accordance with their distinct needs and in a manner consistent with academic principles.

ASM will provide reasonable academic accommodations to students with disabilities in accordance with the British Columbia Human Rights Code, and the Canadian Charter of Rights. Provision of academic accommodations shall not lower the academic standards of ASM, nor shall it remove the need for evaluation and the need to meet essential learning outcomes.

Purpose

The purpose of this policy is to articulate the principles which form the basis for accommodating students with disabilities, and to provide guidelines for the provision and administration of arranging academic accommodations so that they are administered in a fair and equitable manner.

Scope

Students with temporary or permanent disabilities, which may affect their ability to pursue their studies, may apply for special accommodations. The process for arranging accommodations will be administered through the Registrar’s Office. Students will be asked to self-identify at the time of acceptance. Students are responsible for notifying the Registrar of the request each term through an application form.

All requests must be supported with documentation from a medical professional which outline the nature of the disability, along with an explanation of the functional impact of the disability; the nature of the request and the type of accommodations that need to be made.

The Registrar will review the request. ASM will endeavour to support any accommodations that are deemed reasonable and within the physical and financial means of the institution. A letter will be prepared by the Registrar for each of the student’s instructors which provides an indication that the student has a documented disability, the types of accommodations that are being provided, and if needed the specific dates during which the accommodations are valid.

All information provided will be processed confidentially and in accordance with the Freedom of Information and Protection of Privacy Act (BC). The student will be asked for their consent to disclose certain aspects of their disability to the instructor.

Students have the rights to appeal any decision made in accordance with the ASM Appeal Procedures.

Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Persons With Disabilities	Persons who have a significant and persistent mobility, sensory, learning or other physical or mental health impairment which may be permanent or temporary; and experience function restrictions or limitations of their ability to perform the rang of life’s activities; and may experience attitudinal and/or environmental barriers that impede their full and self-directed participation in life
Student	A person who is registered in a full time or part time credit course, or has formally applied to ASM as a prospective student
Academic Accommodations	Based on the principle of “reasonable accommodation”, this refers to reasonable allocation of resources, change in teaching or evaluation procedures which are designed to meet the particular needs of a student with a disability.
Self Identify	Students with disabilities are responsible to identify themselves

Related legislation

- British Columbia Human Rights Code
- The Canadian Charter of Rights
- The Freedom of Information and Protection of Privacy Act (BC)

Related policies

Policy Number	Policy Title
[Type text]	[Type text]
[Type text]	[Type text]

Responsibility

VP Enrolment Services/Registrar

Student

Faculty

Policy Title:	Academic Accommodations for Students with Disabilities		
Policy No:	9061	Policy Version:	V1
		Approval Date:	January 22, 2018
Original Submission Date:	January, 2018	Effective Date:	January 22, 2018
Approval Body:	Academic Council	Revision Date:	January 2020

1. The process for arranging accommodations will be administered through the Registrar's Office.
2. Students will be asked to self-identify at the time of acceptance.
3. Students are responsible for notifying the Registrar of the request each term by submitting a Request for Academic Accommodations form.
4. All requests must be supported with documentation from a medical professional which outline the nature of the disability, along with an explanation of the functional impact of the disability; the nature of the request and the type of accommodations that need to be made.
5. The Registrar will review the request. ASM will endeavour to support any accommodations that are deemed reasonable and within the physical and financial means of the institution.
6. A letter will be prepared by the Registrar for each of the student's instructors which provides an indication that the student has a documented disability, the types of accommodations that are being provided, and if needed the specific dates during which the accommodations are valid.
7. All information provided will be processed confidentially and in accordance with the Freedom of Information and Protection of Privacy Act (BC). The student will be asked for their consent to disclose certain aspects of their disability to the instructor.
8. Students have the rights to appeal any decision made in accordance with the ASM Appeal Procedures.

Policy Title:	Academic Accommodations for Students with Disabilities		
Policy No:	9061	Policy Version:	V1
Original Submission Date:	January 2018	Approval Date:	January 22, 2018
Approval Body:	Academic Council	Effective Date:	January 22, 2018
		Revision Date:	January 2020



APPLICATION FOR ACADEMIC ACCOMMODATIONS

ASM will provide reasonable academic accommodations to students with disabilities. Provision of academic accommodations shall not lower the academic standards of ASM, nor shall it remove the need for evaluation and the need to meet essential learning outcomes. Supporting documentation from a medical professional must be submitted with this application. All information provided on this form will be kept confidential. However, this information may be shared with appropriate personnel on a need-to-know basis to facilitate the accommodations for the student. Specific information may be released to first aid personnel as a preventive safety measure and in the event of a medical emergency. This information may be used in aggregate form for reporting and compliance purposes.

Personal Information			
Last Name _____	First Name _____	Student # _____	
Address: _____		<u>Email:</u> _____	Phone # _____
Program _____	Concentration _____	<u>Term of Request:</u> YYYY _____	Term _____

Describe the nature of the condition/disability: (Use additional pages if required)

Describe the types of accommodations needed: (Must be supported by medical professional- Use additional pages if required)

Medical Professional Name: _____	Assessment Date (mm/dd/yy): _____
Address: _____	<u>Email:</u> _____ <u>Phone:</u> _____

Student Signature: _____	Date (mm/dd/yy): _____
--------------------------	------------------------

Office Use Only

Date Received _____ Date Reviewed _____ Approved _____ Not-Approved _____

Reviewed by: _____

Comments: _____

Instructors: _____

Records Updated by: _____ Date: _____