



Policies & Procedures Manual

Section:
STUDENT SERVICES - ACCESSIBILITY

Title:
ACCESSIBILITY FOR STUDENTS WITH DISABILITIES

Pages:

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AD-02-02

Approved by:

President's Council

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SS-05-01 (May 11, 2020)

POLICY STATEMENT

The University College of the North (UCN) strives to ensure delivery of inclusive and accessible learning opportunities for all students with documented disabilities, and therefore, is committed to providing reasonable accommodation in a barrier-free environment.

AUTHORITY

UCN has the authority to establish policies that conform to the Human Rights Code (Manitoba), the Canadian Charter of Rights and Freedom, The Accessibility Advisory Council Act (2011) related to disability, the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA).

PURPOSE OF POLICY

UCN shall reasonably establish, provide and maintain the required accessibility services to ensure that students with disabilities are able to join the programs they are academically qualified and eligible for, in addition to other supports and accommodation services in its various campuses.

UCN will use reasonable efforts to ensure that students with documented disabilities have full and safe access to the educational process and a barrier-free environment within UCN campuses, facilities and services.

Principles

1. UCN expects that the UCN community, students, faculties, instructors, support staff and administrators will share responsibility for the delivery of reasonable accommodations.

Definition of Education Accommodation: Educational accommodations are instructional or test adaptations that change the setting or manner in which information is presented or received without changing the target skill or the testing construct.

Generally, a large number of accommodations can be grouped into five categories:

- **Timing:** Allotting extended time for a student to complete a task or a test. For example, increasing the test/exam time by 25%, 50%, 75%, or 100% accommodation time.
 - **Flexible scheduling:** Allotting a student extra time to complete a project, for example, by allowing 2 days as opposed to 1 day for completion.
 - **Accommodated presentation of the material:** Material is presented to the student in a fashion that is different from a more traditional fashion. This can include alternate format of text, for example transcribing text to speech for students with print challenges.
 - **Setting:** This includes allowing completion of a test or exam in a quiet room, either individually or in a small group with other students.
 - **Response accommodation:** This means having the student respond perhaps orally, through a voice recorder or through a scribe.
2. UCN is responsible for maintaining the confidentiality of disability related information under FIPPA and PHIA, including limiting the distribution of that information to only those parties that require the information to determine appropriate accommodation.
 3. UCN will foster a supportive community by working to inform and educate UCN community members and the community at large about issues related to disabilities.
 4. Students are asked to declare their disability at the time they apply for, are admitted into or register for a program. Students who self-declare after the onset of the academic year are required to provide medical documentation of their disability to the Accessibility Resource Officer (ARO) before any accommodations can be implemented. It is the responsibility of the student to contact the ARO in a timely manner.
 5. Students who meet the academic eligibility criteria to join a program, and are in the process of getting their medical documentation/assessment reports, will receive basic assistance offered to all UCN students until full documentation is provided. Basic assistance does not include instructional and academic accommodations for tests or exams, or any type of assistive technology identified under eligibility for reasonable accommodation procedure.
 6. Students who receive accommodations will adhere to all academic responsibilities and integrity that are outlined in the UCN Policy *AC-01-26 Academic Integrity*.

PROCEDURES

The Dean of Students and the Academic/Accessibility Resource Officers may approve related procedures that comply with this policy.

Student Accessibility Services (SAS) provides a focus for activities and expertise regarding disability-related accommodations within UCN community and liaison with the outside agencies and organizations regarding accessibility issues, programs and services for students with disabilities.

This document is available in alternate formats upon request.

In providing accommodations SAS will:

1. Request and evaluate appropriate required medical documentation from the student requesting services from the SAS and assign appropriate services to meet the needs of each student by implementing accommodation within reasonable means.
2. Ensure that UCN criteria for academic excellence will not be compromised.
3. Inform the UCN community about the services available to students with disabilities through SAS, and ensure that services are delivered in ways that promote equity, equal opportunities, respect and dignity of the student with disabilities community.
4. Identify needs, prepare and submit funding proposals and requests related to SAS's budgetary needs.
5. SAS will deliver, maintain and coordinate services required for students with disabilities who are requesting accommodations as needed.
6. Provide training for student-instructors when requested.
7. Develop an Individual Accommodation Plan, together with the student to meet his/her needs.
8. SAS will attempt to accommodate all requests by the student.
9. To achieve its mission SAS will conform to the guidelines of; the Human Rights Code (Manitoba), the Canadian Charter of Rights and Freedom, The Accessibility Advisory Council Act (2011) related to disability, FIPPA and PHIA.

ACCOUNTABILITY

The Dean of Students is responsible for the communication, administration and interpretation of this policy.

PROCEDURE STATEMENT

While Policy SS-05-01 is a public document available to all UCN employees, the implementation of that policy remains under the authority of the Dean of Students. This procedure outlines the work done by Academic/Accessibility Resource Officers (ARO) in The Pas and Thompson to ensure student accommodations are implemented in a way that follows policy as well as the Accessibility for Manitoban's Act, The Human Rights Code and the Canadian Charter of Rights and Freedoms.

Self-Advocacy Model –While the intake paperwork must be fully completed to access accommodations at UCN, a self-advocacy model is also utilized by staff to ensure that students:

- Lead their accommodation requests
- Understand their role in communicating with their instructors.
- Participate actively throughout their accommodation at UCN.

Further to the policy definitions of education accommodation, modifications of student duties may be required in apprenticeship or clinical settings in order for UCN to accommodate a disability, providing student accommodations are done within the following manner:

1. Students register with SAS by completing the intake, consent and medical documentation and meeting with an SAS ARO which completes their intake.

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2. SAS ARO reaches out to all of the students' instructors within the week to discuss accommodation possibilities in their various settings.
3. After feedback from instructors, the ARO follows up with the student within two weeks and updates the student on the accommodation measures which will be implemented. A formal letter is issued with the student's active consent. The ARO confirms the student's consent, officially, by both the student and Officer signing the consent form before issuing the letter.