

**Policy Title:** Academic Accommodation Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Academic Director and Associate Director, Student Services/Registrar

**Administrator(s) Responsible:** Academic Assistant, Academic Coordinator, and Academic Manager

**Revision Date:** N/A

**Effective Date:** May 5, 2023

**Next Review Date:** May 5, 2024

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business (CCTB) is committed to working to eliminate or reduce barriers to facilitate the accommodation of persons with disabilities. CCTB recognizes its responsibility for accommodating the disability-related needs of students up to the point of undue hardship and is committed to providing an equal and inclusive environment.

## Purpose of the Policy

This Academic Accommodation Policy is a needs-based accommodation process for students who face circumstances that prevent them from attending classes or completing assessments in a timely manner.

Documentation of the circumstances is an essential component in determining a student's need for accommodation. Requests insufficiently supported by documentation may not be approved.

## Policy Statement

The approval of individual accommodation plans is not determined by the instructor and will be determined by an Academic Accommodation Committee to ensure a fair resolution is offered. The Academic Accommodation Committee typically consists of one (1) staff member from Student Services, and two (2) staff members from the Academic Department.

Students who are suffering from acute conditions are required to submit the Academic Accommodation request within five (5) business days of a medical incident, diagnosis, or procedure. Students living with chronic conditions must submit their requests within a reasonable time.

## 1. Eligibility

The types of health-related conditions that are supported by Canadian College of Technology and Business include, but are not limited to:

- Mental Health: an example is a student dealing with depression or anxiety;
- Chronic/Neurological Condition: an example is a student who is living with dyslexia, a student who is hard of hearing, or a student who requires additional reading aids to complete assessments;
- Exigent Circumstances: an example is a student who missed classes due to a personal circumstance outside of their control.

## 2. Types of Academic Accommodations

The types of academic accommodations that are supported by Canadian College of Technology and Business include, but are not limited to:

- Examination: offering additional time or a private setting for a student who is suffering with depression or anxiety to ensure they maximize their personal exam score;
- Assignments: offering an extended submission date for a student to complete a MS Word essay or PowerPoint presentation where digital literacy is required; and
- Canvas LMS: offering additional resources such as reading materials, visual aids and other materials in case a student is required to stay home due to hyperactivity.

## 3. Accommodation Approval Process

An Academic Accommodation Request Form must be filled, supporting Medical Documentation must be provided, and the Academic Accommodation committee will meet regularly to assess the approval or denial of requests.

Accommodations must not pose a risk to the health or safety of students, staff, or faculty at CCTB.

## Document History

| Date | Approval/Review/Key Change(s) |
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