

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S1999-09	Senate		
Policy Name			
Access and Accommodation Policy for Students with Disabilities at Capilano University			
Approved by	Replaces	Category	Next Review
Senate	EC1999-09		
Date Issued	Date Revised	Related Policies, Reference	
November 1999	March 2011		

1. PREAMBLE

Capilano University recognizes the importance of providing access to learning opportunities for all. To this end, the University endeavours to provide access to courses and programs for applicants with disabilities and/or special educational needs.

Capilano University is also committed to supporting the successful learning of students after they have been admitted. Following admission, the University will strive to provide, within reasonable time and resource limits, access to a range of appropriate services that will assist students in meeting their educational goals.

The approach chosen by Capilano University is one that promotes self-advocacy and one in which each student takes personal responsibility for assuring that his or her own needs are expressed. While primary responsibility for the provision of services to students with disabilities rests with the student and Disability Services, the supportive physical, academic and social environment is the responsibility of the entire University.

Disability Services is the identified first point of contact for all applicants with disabilities. Timely contact with Disability Services will allow for an accommodation or classroom modification to be in place when classes begin. Applicants with disabilities must meet University and program admissions and eligibility criteria and provide current documentation to receive services as outlined in University calendars.

2. ELIGIBILITY FOR ACCOMMODATION AND SERVICES

2.1. Eligibility for Accommodation

Eligibility for accommodation is based upon the assumption that each student will be able to demonstrate an ability to benefit from the accommodation and services provided for him or her.

To be eligible for an accommodation through Disability Services, students are required:

- to be a qualified student who meets University eligibility and admissions criteria;
- to self-disclose the disability or condition for which accommodation is being requested, and
- to provide evidence of the specific disability, through current psycho-educational or medical documentation, prior to an accommodation or service being arranged.

2.2. Identification of a Reasonable Accommodation or Service

- 2.2.1. Through a consultative process, Disability Services seeks to identify and meet individual student needs and, in a timely fashion, to arrange for a reasonable accommodation and appropriate services.
- 2.2.2. Although past recommendations provided in intake documents will be considered, the University reserves the right to decide which classroom accommodation is most reasonable and appropriate based upon:
 - evidence in the documents provided
 - the course or program in which the student is registered
 - evidence of current service and accommodation needs
- 2.2.3. A classroom accommodation, and any modifications or services, will be determined by Disability Services personnel in consultation with the student and various faculty in specific departments and/or program areas.
- 2.2.4. Once classes begin, students may also be eligible for direct services and technical equipment provision determined in consultation with the ministry.

2.3. Appeals Process for an Accommodation

- 2.3.1. Disability Services will inform students that an accommodation review process is available.
- 2.3.2. At any point during the first six weeks of classes, students may request an accommodation review by Disability Services.
- 2.3.3. If a student and Disability Services cannot agree upon an appropriate accommodation, the administrator responsible for student services will establish a review panel in keeping with the University guidelines.
- 2.3.4. The administrator responsible for student services will chair a review panel and will ensure representation from faculty, students and administration. The chair will be non-voting except in the event of a tie.

3. INTAKE PROCEDURES FOR APPLICANTS WITH DISABILITIES

3.1. Applicants may be assisted with the following:

3.1.1. Completion of the Application process

Disability Services provides information about the completion and submission of application forms and admissions procedures.

3.1.2. Educational Planning

Disability Services, in consultation with Admissions and Academic Advising Officers, helps applicants to select courses and programs in which they have a reasonable opportunity to succeed.

3.1.3. Development of an Accommodation Plan

Disability Services assists applicants to develop an accommodation plan which will serve them when they are accepted as students.