

 The University of British Columbia Board of Governors	Policy No.: 73	Approval Date: May 1999 Last Revision:
	Responsible Executive: Vice-President, Students	
Title: Academic Accommodation for Students with Disabilities		
Background & Purposes:		

1. General

- 1.1. The University of British Columbia recognizes its moral and legal duty to provide academic accommodation. The University must remove barriers and provide opportunities to students with a disability, enabling them to access University services, programs and facilities and to be welcomed as participating members of the University community. The University’s goal is to ensure fair and consistent treatment of all students, including students with a disability, in accordance with their distinct needs and in a manner consistent with academic principles.
- 1.2. The University will provide academic accommodation to students with disabilities in accordance with the Human Rights Code (BC) and the Canadian Charter of Rights and Freedom. Provision of academic accommodation shall not lower the academic standards of the University. Academic accommodation shall not remove the need for evaluation and the need to meet essential learning outcomes.

2. Definitions

2.1. Student

2.1.1. A student is a person who:

- 2.1.1.1. is registered in full-time or part-time credit or non-credit courses offered by the University; or
- 2.1.1.2. has formally applied to the University as a prospective student.

2.2. Disability

2.2.1. Persons with disabilities are persons who:

- 2.2.1.1. have a significant and persistent mobility, sensory, learning, or other physical or mental health impairment which may be permanent or temporary; AND
- 2.2.1.2. experience functional restrictions or limitations of their ability to perform the range of life’s activities; AND

- 2.2.1.3. may experience attitudinal and/or environmental barriers that hamper their full and self-directed participation in life.
- 2.2.2. To be eligible to receive academic accommodation, students must self-identify and provide appropriate documentation of disability.
- 2.3. Academic Accommodation
 - 2.3.1. An academic accommodation is a change in the allocation of University resources, or in teaching or evaluation procedures, which is designed to meet the particular needs of a student with a disability.
- 2.4. University
 - 2.4.1. “University” includes all individuals involved in the provision of University-related services including teaching, advising, administrating or other support services (e.g., faculty, administrators, counsellors, or other support staff).

3. Responsibilities of the University towards Students with Disabilities

- 3.1. The University has a responsibility to:
 - 3.1.1. ensure that persons are not denied admission on the basis of their disability;
 - 3.1.2. accommodate students with disabilities, where appropriate, with respect to admission criteria;
 - 3.1.3. make its courses or programs accessible to students with disabilities in accordance with the Human Rights Code (BC) and the Canadian Charter of Rights and Freedom;
 - 3.1.4. review documentation to ensure that recommendations and decisions regarding accommodation are based on appropriate medical information as well as educational considerations;
 - 3.1.5. provide reasonable accommodation to students with disabilities;
 - 3.1.6. appoint at least one Disability Liaison Person in each Faculty and in appropriate non-academic units;
 - 3.1.7. ensure that faculty and staff are knowledgeable about relevant University policies and procedures and familiar with broader issues regarding persons with disabilities;
 - 3.1.8. treat the information obtained as confidential according to the Freedom of Information and Protection of Privacy Act (BC).

4. Responsibilities of Students with Disabilities

- 4.1. Every student with a disability at The University of British Columbia who seeks academic accommodation due to his or her disability has a responsibility to:
 - 4.1.1. provide the necessary documentation to the Disability Resource Centre. The University of British Columbia does not provide or assume the cost of diagnostic services.
 - 4.1.2. bring the request for accommodations or for changes in the accommodation needs to the attention of appropriate personnel in a timely manner in order to allow for arrangement of accommodations.

- 4.1.2.1. New students are encouraged to self-identify at the time of acceptance.
- 4.1.2.2. All new and returning students who will be requesting an accommodation are required to contact the DRC at the beginning of each term.
- 4.1.2.3. Students who become disabled, either permanently or temporarily, and students with disabilities whose health status changes significantly during their time at the University, should contact DRC as soon as possible.
- 4.1.2.4. At the beginning of each term, all students should discuss their situations with each instructor from whom they are seeking accommodation. DRC will contact instructors prior to this meeting if requested to do so by the student.
- 4.1.2.5. All requests for exam and other test accommodations (e.g., extended time, alternative location, etc.) should be received by the DRC at least one week prior to the scheduled date for mid-term examinations/tests and one week prior to the start of formal examination periods.

5. Documentation

- 5.1. Documentation acceptable to the University must be obtained from medical doctors, psychologists and/or special education/rehabilitation personnel or other health professionals who have specific training, expertise, and experience in the diagnosis of conditions for which accommodation is being requested. All persons submitting documentation must be appropriately certified and/or licensed to practice their professions.
- 5.2. Documentation should outline the nature of the disability, along with a detailed explanation of the functional impact of the disability. A diagnosis alone is not sufficient to support a request for an accommodation.
- 5.3. All information obtained by the staff at the Disability Resource Centre will be treated as confidential. Personal documentation held by the DRC will be destroyed five years after a student's last registration.
- 5.4. When releasing information about the nature of the disability, its likely impact in an academic setting and recommended accommodations to the Disability Liaison Person and/or instructors concerned, the DRC's actions will be governed by the Freedom of Information and Protection of Privacy Act (BC).
- 5.5. Documentation must be current:
 - 5.5.1. For new students who have a stable condition, usually no more than 3 years must have elapsed between the time of the assessment and the date of the initial request for accommodation.
 - 5.5.2. For returning students whose condition has remained stable since the time of submission of the original supporting documents, no further documentation will be required.
 - 5.5.3. When a new or returning student's functional abilities have shown significant change (i.e. either an improvement or deterioration of status has taken place or is expected to take place) or when the accommodation requests have changed significantly over the course of studies (e.g., from 1st to 2nd year), new or updated information may be requested by the DRC. The University of British Columbia does not provide or assume the cost of diagnostic services.

5.5.4. In exceptional circumstances, a student will be provided accommodation on a limited basis without documentation.

6. Process for Reaching Accommodation

- 6.1. DRC staff will review the documentation provided. In consultation with the student, DRC staff will determine the range of accommodations that would be appropriate in a post-secondary setting based on the functional impact of the disability and the student's field of study.
- 6.2. Appropriate instructor(s) and the Disability Liaison Person in the student's faculty will be notified of the DRC's determination of the range of appropriate accommodation by the DRC or the student. With consideration of essential learning outcomes for the course or program at issue, the instructor will discuss the range of recommended accommodations with the student to determine which of these accommodations are appropriate for the course or program. The meeting between student and instructor must take place within 10 days of notification to the instructor by the DRC. If an agreement is reached between the student and instructor, the accommodation(s) will be implemented promptly.
- 6.3. If an agreement cannot be reached, or if the dialogue has not taken place, the student or instructor may request the assistance of the Disability Liaison Person or a DRC staff member to determine appropriate accommodation.

7. Appeals

- 7.1. If the student does not agree with the recommendations of the DRC, he or she may appeal to the Disability Accommodation Appeal Committee.
- 7.2. If the instructor does not agree with the recommendations of the DRC or if the student and the instructor are unable to agree on the accommodation(s) and they have consulted with the Disability Liaison Person and/or a DRC staff member, the issue will be brought before the Disability Accommodation Appeal Committee.
- 7.3. The Disability Accommodation Appeal Committee consists of nine members: three faculty members appointed by the Faculty Association, three students appointed by the Alma Mater Society and three members appointed by the President. The members of this committee will be appointed for up to 3 years. Appeals will be heard by three members: a member of Faculty, a student and a chair appointed by the President.
- 7.4. The Disability Accommodation Appeal Committee will meet with the student, instructor, DRC representatives or others as soon as possible to consider information about the student's disability, accommodation requirements, and learning outcomes.
- 7.5. The Disability Accommodation Appeal Committee will determine the appropriate accommodation on the basis of the student's disability and the expected learning outcomes of the course or program. The Committee will provide written reasons for its decision. Pending further appeals, the decision of the Disability Accommodation Appeal Committee will be implemented.
- 7.6. The decision of the Disability Accommodation Appeal Committee may be appealed to the Vice President Academic and Provost.