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| <b>Policy Title:</b>                          | Academic Accommodation for Students with Disabilities |   |  |
| <b>Category:</b>                              | <input type="checkbox"/> Institutional - Board        | <input checked="" type="checkbox"/> Academic - Administrative | <input type="checkbox"/> Employment - Administrative |
| <b>Approved by:</b>                           | <input type="checkbox"/> Board                        | <input checked="" type="checkbox"/> President                 |  |
| <b>Date approved:</b>                         | January 30, 2020                                      | <b>Effective date:</b>  | January 30, 2020                                     |
| <b>Policy Sponsor:</b>                        | Vice President,<br>Academic                           | <b>Date last reviewed:</b>                                    | January 30, 2020                                     |
| <b>Date of Mandatory Review (expiry date)</b> | January 2025  | <b>Date of last revision of Procedures</b>                    | January 30, 2020                                     |

## 1 POLICY

1. CMCC will provide academic accommodation to students with diagnosed and documented disabilities, as required by the Ontario Human Rights Code, subsection 10(1), and in accordance with the Guidelines on Accessible Education of the Ontario Human Rights Commission. While an academic accommodation is individualized in order to minimize barriers to education it cannot, however, compromise standards of academic integrity or minimum academic and technical standards, patient safety or clinical standards of care. A student with an academic accommodation must be able to demonstrate the required knowledge and perform the necessary skills as required by the program.
2. Students who require academic accommodations due to a disability must notify the Student Success Counsellor in writing upon admission to the program or at the time that such need is identified. Such notice must include supporting documentation signed by an appropriate registered practitioner qualified to diagnose the condition.
3. If the Institution has reasonable grounds to believe a student requires academic accommodation, such knowledge shall be conveyed to the student for the student's consideration.
4. Accommodations provided by CMCC may not be used as a basis for an Academic Appeal.
5. In the event that a student does not agree with the proposed accommodation, the student may seek resolution in accordance with the principles of this policy and using the procedures described below.
6. Information on an accommodation is only released on a need to know basis within the institution, or upon the student's consent for broader release of information. Personal information will be maintained and protected in accordance with CMCC policies and by the institution's designated custodian.
7. Only academic accommodations that do not impose undue hardship on either the student or the institution will be provided.

## 2 PURPOSE

To establish guidelines for the academic accommodation of students with disabilities in order for them to access learning within CMCC's academic programs.

## 3 SCOPE

Students at CMCC registered in undergraduate and graduate programs, and continuing education, on a full time or part time basis.

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- *Accessibility for Ontarians with Disabilities Act (AODA)* – Accommodations provided by CMCC are given under provincially legislated requirements to accommodate persons with disabilities.
- An individualized approach to accommodation planning will seek to balance the dignity and rights of the student with maintaining integrity of course content and objectives, and fairness for all other students.
- CMCC Doctor of Chiropractic Graduate Competencies – Students registered in the Doctor of Chiropractic program must demonstrate these competencies in order to achieve the required outcomes of the academic program.
- College of Chiropractors of Ontario (CCO) Regulations and Standards of Practice – When engaged in the provision of patient care, students are required to abide by provincial regulations and standards of practice as defined by the CCO, whose authority for establishing said standards is derived from the *Regulated Health Professions Act*.
- *Guidelines on Accessible Education* – The accommodations provided by CMCC are developed in accordance with the principles and guidelines on accommodations as provided for in the Ontario Human Rights Commission's Guidelines on Accessible Education.
- *Ontario Human Rights Code* – Education is deemed to be a service under the *Ontario Human Rights Code*, and as such, CMCC has a duty to accommodate students with disabilities. The accommodations provided by CMCC are given within the context of the academic program only and do not extend to other circumstances associated with the academic programs, specifically: professional examinations (e.g., board exams) or decisions regarding future licensure. Students with disabilities are strongly advised to consult the chiropractic regulatory board(s) in the country, province, or state in which they intend to practice.
- *Personal Information and Protection of Electronic Documents Act (PIPEDA)* and *Personal Health Information Protection Act (PHIPA)* – All information and documentation related to a student's disability, diagnosis or other related personal information is protected under PIPEDA and/or PHIPA and is subject to the CMCC Privacy policy. Any information related to a student's disability or associated request for accommodation(s), and such information will not be disclosed to faculty or other CMCC staff without written consent of the student or under the authority of the Chief Privacy Officer.

## 5 RELATED POLICIES (not a comprehensive list)

- Accessibility – Integrated Regulation: Customer Service
- Accessibility – Integrated Regulation: Information and Communications
- Examinations
- Examinations - Supplemental
- Privacy
- Student Promotion - Graduate Studies Chiropractic Residency Programs
- Student Promotion - Undergraduate

## 6 DEFINITIONS

Academic accommodation means a planned variation in the way in which a student with a disability received course curriculum and materials, participates in academic activities, or demonstrates mastery of knowledge and skills through evaluation and assessment.

Accommodation plan means a document outlining the terms and conditions of an agreed upon accommodation or set of accommodations to be provided for the duration of the student's registration in the academic program.

Disability (Human Rights Code):

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- b) a condition of mental impairment or a developmental disability.
- c) a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- d) a mental disorder.
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act* ("handicap").

Undue hardship is a relative concept that requires consideration of all of the relevant factors (i.e., cost, health and safety) when attempting to determine when the standard of undue hardship is met.

**New Policy Approved (date):**

Students with Learning Disabilities – June 3, 2009  
(Special Needs noted in Student Handbook 2008-9, and in Academic Calendar 2010-11)

**Policy Revision History (dates):**

Students with Disabilities - June 1, 2013  
Academic Accommodations for Students with Disabilities -  
October 23, 2014  
April 27, 2017  
August 30, 2018  
January 30, 2020

## **7 PROCEDURES**

### **1. Responsibilities of the Student**

- a. The student will provide documentation supporting the request for accommodation(s) and record of previous accommodations (if required) using procedures as defined by the Student Success Counsellor.
- b. While the student may not be required to disclose any specific diagnosis, the student is responsible for ensuring that all necessary information regarding associated functional limitations are communicated to the Student Success Counsellor through the prescribed procedures, in order to facilitate the development of the most appropriate plan for academic accommodations.
- c. The student will ensure that the student's health care professional has all of the necessary information required about the academic program (i.e., methods of program delivery and teaching, knowledge and skills assessment, and clinical practice) in order to provide an accurate assessment of the functional limitations associated with the diagnosis.
- d. The student will review the proposed accommodation plan with the health care practitioner(s) who provided supporting documentation to ensure that the plan meets the student's individual needs and addresses associated functional limitations.
- e. Should the student disagree with the proposed accommodation plan, the student will contact the Student Success Counsellor in writing to provide the specific concerns.
- f. Upon agreement to the proposed accommodation plan, the student will return a signed copy of the plan to the Student Success Counsellor, including written acknowledgement by the health care practitioner(s) confirming appropriateness of the plan, within the time frame specified within the agreement.
- g. The student will, within a reasonable amount of time, advise the Student Success Counsellor of any circumstances in which the institution, its faculty, staff or one of its representatives is in non-compliance with the plan so that corrective action may be taken immediately.
- h. The student will immediately notify the Student Success Counsellor of any changes to the functional limitations associated with the student's diagnosis upon which the accommodation plan was developed. The student may then be required to provide additional supporting documentation so that the accommodation plan may be reviewed and any necessary amendments made.

### **2. Responsibilities of the Student Success Counsellor**

- a. The Student Success Counsellor is the sole custodian of personal information related to a student's request for accommodation and associated supporting documentation,

and will ensure that personal information is maintained in accordance with institutional policies and government legislation.

- b. The Student Success Counsellor will assess individual student requests for accommodation. This assessment may require additional information from the student and/or the student's health care practitioner – the latter of which will be obtained only once the student has provided written consent. Where necessary, the Student Success Counsellor may choose to engage the services of a mutually agreeable qualified professional in a consulting capacity to advise on the development of an accommodation plan. All costs associated with assessment and plan development will be borne by the institution.
- c. The Student Success Counsellor will develop the associated accommodation plan in consultation with the appropriate Director(s) of Education or the Director of Graduate Studies.
- d. The Student Success Counsellor will provide the student with a letter of agreement outlining the proposed accommodation plan, which the student is advised to review with a third party health care professional.
- e. Recognizing that decisions involving academic accommodations must be made expeditiously, the Student Success Counsellor may determine what portion of the plan is appropriate to implement immediately while accommodations are under review in order to minimize interruption to or negative impact upon the student's participation in the academic program. The implementation of portions of a plan will be retroactively subject to the final agreement by the student and the student's health care professional as to the appropriateness of the entirety of the plan.
- f. Upon acceptance of the accommodation plan by the student, the Student Success Counsellor will notify the associated Director of Education of its acceptance to then determine the extent to which information regarding the accommodation is to be shared with teaching faculty and/or others on a need to know basis and in compliance with CMCC's Privacy policy.
- g. The Student Success Counsellor or designate shall meet with the student a minimum of once per academic module to review the plan and determine its efficacy. The Student Success Counsellor will make any associated amendments to the plan if required, and in accordance with the aforementioned policies and procedures.
- h. In the event that the student reports non-compliance with the agreed upon accommodation plan, the Student Success Counsellor shall take the immediate and necessary steps to investigate the allegation of non-compliance, provide the necessary direction to the faculty, staff or representative to ensure compliance, and notify the appropriate Director(s) of Education or the Director of Graduate Studies of the matter. The Student Success Counsellor will then provide a written response to the student as to the steps that have been taken in order to address and correct said allegations.

### 3. Resolution of Disagreements

- a. If the student and the Student Success Counsellor cannot agree upon the academic accommodations to be provided, the Student Success Counsellor shall promptly notify the Registrar after it becomes clear that there will be no agreement on the proposed plan.
- b. The Registrar will review all relevant documentation and will consult with others as appropriate. The Registrar may request additional documentation, and will also contact the student to provide additional information.
- c. If the student and the Registrar cannot agree upon the academic accommodations to be provided, the Registrar shall promptly notify the Vice President, Academic after it becomes clear that there will be no agreement on the proposed plan. The Vice President, Academic will render the final decision on the matter for internal purposes.

**New Procedure Approved (date):**

Students with Special Needs - May 28, 2009

**Procedure Revision History (dates):**

Students with Disabilities - June 1, 2013

Academic Accommodations for Students with Disabilities -  
October 23, 2014

April 27, 2017

August 30, 2018

January 30, 2020

## 8 ATTACHMENTS

None