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Policy Review	Annual
Policy Title	Academic Accommodations Policy
Policy Approval	Vice President of Academic and Campus Excellence

## Purpose

Willis College recognizes its legal duty to provide a learning environment that maximizes inclusion and is free from discrimination to address student needs with accommodations to the point of undue hardship in accordance with the Ontario Human Rights Code.

This Policy establishes the College's goal of providing in a fair and considerate manner:

- a. Equal educational opportunities and full participation for students in the learning environment, and
- b. barrier free access to programs and services offered by the College.

This policy supports Willis College's values of student success, accessibility, diversity and inclusion.

## Scope

This policy applies to students of or applicants to the College, who have a disability within the definition provided in the Ontario Human Rights Code.

TERM	DEFINITION
Academic Accommodations	<p>Are individualized alterations in how a student:</p> <ol style="list-style-type: none"> <li>a. accesses course or program content and information;</li> <li>b. participates in learning and course work; and/or</li> <li>c. demonstrates skills or knowledge.</li> </ol> <p>They allow a student a fair opportunity to engage in academic activities and fulfill essential course and program requirements. Reasonable and appropriate accommodation can be made by providing alternative ways to meet the program outcomes. Academic Accommodation is not reasonable if it imposes undue hardship.</p> <ol style="list-style-type: none"> <li>b. Academic Accommodations do not:</li> <li>c. reduce the student's responsibility to meet academic standards.</li> </ol>

	<ul style="list-style-type: none"> <li>d. remove or alter essential course/program content or course/program standards and requirements;</li> <li>e. remove or alter the fundamental requirements for evaluation and independent demonstration of knowledge and skills; or</li> <li>f. diminish the academic integrity of the College's programs.</li> </ul>
Disability	For the purpose of this policy, disability includes "physical disability or mental disability" as defined in s. 3(l) of the Ontario Human Rights Code. A disability may be long-term, short-term, or recurring.
Undue Hardship	<p><b>Undue Hardship</b> exists when the costs of providing the requested accommodation would;</p> <ul style="list-style-type: none"> <li>a. be disproportionate and place an undue burden on the College, considering factors including the following:</li> <li>b. significant alteration of the fundamental nature of the program or service;</li> <li>c. financial costs of Academic Accommodation;</li> <li>d. organizational convenience which has a substantial effect on the College due to disruption of operations;</li> <li>e. significant adverse impact on learning opportunities for other students;</li> <li>f. risks of safety or health hazards to other persons or property.</li> </ul>

## Policy

The College will provide reasonable and appropriate Academic Accommodations in its programs and services when requested by a student whose disability adversely impacts their access to or active participation in programs and services. The College will not provide Academic Accommodations which result in undue hardship. Students, staff, and faculty share responsibility for planning, implementing and monitoring Academic Accommodations in accordance with the Academic Accommodations procedure.

### Student Responsibilities

- I. Self-identify a disability to the College.
- II. Request specific Academic Accommodations.
- III. Provide comprehensive disability information supporting each Academic Accommodation request.
- IV. Participate in Academic Accommodation planning, implementation, and monitoring.
- V. Meet academic requirements of the program.

### College Responsibilities

- I. Provide students with the opportunity to self-identifying a disability and request Academic Accommodations.
- II. Request comprehensive disability information supporting each Academic Accommodation.
- III. Lead the planning, implementation, and monitoring of Academic Accommodations.
- IV. Maintain the academic standards for all programs.
- V. Ensure academic standards reflect appropriate occupational requirements where applicable.
- VI. Evaluate whether a requested accommodation results in undue hardship.

An appeal filed regarding a decision relating to academic accommodations for disabilities, will be resolved following the College's Student Appeals policy.

## **References and Supporting Documentation:**

Willis College Student Handbook

Ontario Human Rights Code <https://www.ontario.ca/laws/statute/90h19>

Accessibility for Ontarians with Disabilities Act <https://www.aoda.ca/customer-care-guide/>

Duty to Accommodate <https://www.ohrc.on.ca/en/policy-ableism-and-discrimination-based-disability/8-duty-accommodate>