

Policy Name: Student Access to Accommodations
Approving Authority: EDIA Committee

Policy # SA-003
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Statement

The Student Access to Accommodations policy of Beal University Canada (“BUC” or the “University”) supports the commitment to human rights, equity, fairness, diversity, and accessibility. This policy provides access to students with disabilities, and/or other needs related to Protected Grounds, particularly by making accommodations that facilitate accessibility. This policy provides information about reasonable accommodations, academic and non-academic, to enable students with disabilities, and/or other needs related to Protected Grounds, to meet and demonstrate the University’s high standards in a fair and equitable manner. This policy applies to accommodations for student needs related, but not limited to, other protected human rights grounds such as to family status (caregiving responsibilities), sex (pregnancy/breastfeeding) and gender identity and/or gender expression, among others. The Equity, Diversity, Inclusion, and Accessibility (“EDIA”) Committee will review this policy annually.

Purpose

In accordance with the New Brunswick Human Rights Act, the University will promote and protect the rights and dignity of all students and will create a safe, respectful, and supportive environment for all members of the University community. This policy aims to make the University as accessible as possible so that students with disabilities, and/or other needs related to Protected Grounds, and needs related to other protected human rights grounds, can participate as equal members in the activities of the University community.

Roles and Responsibilities

The appropriate student accommodations entail shared responsibilities and communication among University staff, faculty, and students. The EDIA Committee has oversight of this policy. The Director of Compliance, Health, and Safety, in coordination with the Student Services Department, is responsible for the implementation of this policy.

Policy

The Policy on Student Access to Accommodations provides the University with appropriate mechanisms to implement this policy in a reasonable, timely, and effective manner.

Accommodation is rooted in the legal concept of “reasonable accommodation” which refers to reasonable efforts to modify requirements so that persons with disabilities and/or other needs related to Protected Grounds, are able to participate in a process or perform an essential function. When University environments, facilities, procedures, teaching and learning materials, and methods of assessment are not designed in a manner that is accessible to all students, accommodation may be needed.

Accommodation is an individualized modification of environments, materials, or requirements which provides the student with an alternative means of meeting essential course or program requirements.

Accommodations are individualized for a particular student and may include (but are not limited to):

- (a) adaptation, substitution, or deletion of a component of a program, course, assignment, or method of assessment;
- (b) provision of a service.

Specifically, the University will:

- (c) Provide support to fulfill its mandate to:
 - a. inform and assist faculty and staff in providing suitable student accommodations and understanding disability, and/or other needs related to Protected Grounds, issues;
 - b. offer advice, guidance, and support for students requiring accommodation; on the basis of supporting documentation, make recommendations and decisions regarding accommodation in a timely manner.
- (d) Give persons with disabilities, and/or other needs related to Protected Grounds, equal consideration for admission to any program offered by the University for which they are academically qualified;
- (e) Make its courses or programs accessible to qualified students with disabilities, and/or other needs related to Protected Grounds, up to the point of undue hardship and within those limits, modify course or program components to meet the needs of students;
- (f) Handle personal information concerning students with a disability, and/or other needs related to Protected Grounds, in accordance with the requirements of the Personal Information Protection and Electronic Documents Act;
- (g) Inform and educate its students, staff, instructors, faculty members, and administrators about the provisions of this policy and the means for appropriately implementing them.

Students with disabilities, and/or other needs related to Protected Grounds, seeking accommodation are expected to contact the Student Services department to initiate the process of determining and arranging the appropriate accommodation in individual situations.

Specifically, students with disabilities, and/or other needs related to Protected Grounds, will:

- (a) Identify their individual needs and provide appropriate documentation of their disabilities, and/or other needs related to Protected Grounds, with sufficient notice given to enable the University to make the necessary accommodations;
- (b) Engage in discussions and explorations of appropriate accommodation options that will facilitate their access to University academic programs or services;
- (c) Where appropriate, take reasonable measures to address their particular needs and personal requirements relating to the need for accommodation;
- (d) Fulfill their part in implementing the provisions of the accommodation.

Ongoing communication and a collaborative working relationship between all parties involved in the accommodation process are essential to meet the students' needs for accommodation.

- 4.1 The Student Services department has the responsibility to coordinate the process of reviewing requests for accommodation, make decisions about provisions for accommodation, and

communicate relevant information to the student and, as appropriate, to faculty and staff of the university.

- 4.2 When a student, instructor, or Dean is dissatisfied or disagrees with the accommodation, the Director Compliance, Health and Safety will review the concerns. Other experts including advocates who may be helpful in resolving the situation may also be consulted as part of an informal review and mediation process.
- 4.3 If the matter is not resolved through an informal process, the student, instructor, or Dean may request a formal review by the Director of Compliance, Health and Safety. This office will conduct a timely review, involving individuals who are knowledgeable about accessibility, accommodation, human rights issues, and the particular issues being adjudicated. The Director of Compliance, Health and Safety will make final recommendations for appropriate action.
- 4.4 If the student has grounds to believe that the decision did not meet the appropriate standards of procedural fairness, the student may appeal the decision under the principles of natural justice as defined in the University's Corrective Action Policy.

Implementation

How Reasonable Accommodations Are Decided Upon

When deciding whether a requested accommodation is reasonable, the Student Services department will rely upon the following elements:

1. The appropriate documentation of the disability, and/or other needs related to Protected Grounds, by a qualified professional and any recommendations made by the diagnosing professional;
2. A student's request for a given accommodation;
3. Barriers that might result from the documented disability, and/or other needs related to Protected Grounds, in the campus environment;
4. Accommodations that might remove such barriers;
5. Whether a student may obtain access to the course, program, service, activity, or facility without a given accommodation (that is, whether the student is otherwise qualified for participation in the course or program);
6. The relative cost and burden of providing the accommodation given the size and resources of the school;
7. Whether or not essential elements of the course, program, service, activity, or facility are compromised by the requested accommodation; and
8. Whether if, even after the accommodation is given, a student can perform the essential functions of the educational program.

Academic adjustments are based upon an individualized assessment of the student's needs. Ideally, initial accommodation requests should be made prior to the start of class so that the student has the necessary resources in place prior to attending class. All requests should be made in writing to the Student Services department, who will coordinate the University's effort to provide assistance to students with diagnosed disabilities, and/or other needs related to Protected Grounds, that substantially limit a major life activity.

Once the student has provided appropriate documentation from a professional qualified to diagnose their disability, and/or other needs related to Protected Grounds, submitted a written request for an

accommodation to the Student Services department, and met with the Student Services department to discuss the accommodation services request, the Student Services Coordinator will send all documentation to the Compliance department for review. Ultimately, the University's Director of Compliance, Health and Safety, is responsible for determining whether a given request may interfere substantively with the requirements of a course. If the Director of Compliance, Health and Safety so determines, the student will be informed in writing within 14 days of the original request for accommodations. Students have the right to appeal any negative decision on accommodations resulting therefrom under the principles of natural justice as defined in the University's Corrective Action Policy.

Related Policies and Documents

AA-004 Corrective Action Policy

HR-004 Equity, Diversity, and Inclusion Policy

Hr-013 Gender Inclusion Policy

HR-014 Accommodations for Religious and Cultural Observances Policy

Addendum: Student Access to Accommodations Procedures

Addendum: Student Disability Accommodation Request Form

Addendum: Student Accommodation Request Form (Non-Disability)

Addendum
Student Access to Accommodations Procedures

The University will provide reasonable accommodations to students who self-identify as having a disability and/or other needs related to Protected Grounds and provide the Student Services department with the documentation required to understand the nature of the disability/other human rights protected need and identify the types of accommodations that are appropriate. Protection of privacy in implementing this policy will be consistent with the requirements of the Canadian Personal Information Protection and Electronic Documents Act and the New Brunswick Personal Health Information Privacy and Access Act. Accommodation appropriate to the mode of study will be provided to serve students studying on campus and those studying online.

1. Initial accommodation requests should be made 14 days prior to the start of class so that the student has the necessary resources in place prior to attending class.
2. All requests should be made in writing to the Student Services department, who will coordinate the University's effort to provide assistance to students with diagnosed disabilities, and/or other needs related to Protected Grounds, that substantially limit a major life activity. Request for accommodations (disability, non-disability/other needs, academic and non-academic) forms are available in the online student policy repository or via the Student Services department.
3. The student must provide appropriate documentation from a professional qualified to diagnose their disability, and/or other needs related to Protected Grounds, to the Student Services department.
4. Student must meet with the Student Services department to discuss the accommodation services request.
5. The Student Services Coordinator will send all documentation to the Compliance department for review.
6. The University's Director of Compliance, Health and Safety, is responsible for determining whether a given request may interfere substantively with the requirements of a course.
7. If the Director of Compliance, Health and Safety so determines, the student will be informed in writing within 14 days of the original request for accommodations.
8. Students have the right to appeal any unfavourable decision on accommodations resulting therefrom under the principles of natural justice as defined in the University's Corrective Action Policy.
9. The Student Services department will maintain records related to students' self-identification, ensure informed consent for confidentiality procedures are understood and signed by students.
10. In determining eligibility of a student for accommodation, the Student Services department will consult with relevant Program Advisor and if necessary, will work with each student to develop a written plan to accommodate that student's needs.
11. The Student Services department will support students by communicating with course instructors or by notifying instructors on student's behalf, as agreed upon by the student

Student Disability Accommodation Request Form

Student Information

This form is to be completed by any student who is new to the Student Services department and will be used to connect you with the appropriate services. Forms should be sent to ss@bealuniversity.ca

First Name: _____ Last Name: _____

Preferred Name: _____ Student ID number: _____

Pronouns (optional)

- ___ She/Her
- ___ He/Him
- ___ They/Them
- ___ Ze, Hir
- ___ Prefer not to answer

This information is collected so that we may address you in the most inclusive way.

Date of Birth: _____ Email address: _____

Government Student Loans

Are you eligible for Government Student Loan

___ Yes

___ No

___ Not Sure

Do you have a confirmed "Permanent Disability" status with Government Student Loan

___ Yes

___ No

___ Not Sure

Degree Level

___ Degree Level Undergraduate

___ Degree Level Diploma

___ Degree Level Masters

Cell Phone: _____ Alternate Phone: _____

Academic Standing

Student Status (required)

Please choose one of the following statements

Student Status – New Student

Student Status – Continuing student but new to requesting accommodations

Academic Deadline

Do you have a pressing academic concern that requires attention?

Yes

No

Disability Information

We acknowledge that the term “disability” makes some people uncomfortable and that some people may not be comfortable disclosing their disability or may not identify as having a disability. We use the term specifically with regards to protecting your rights and connecting you with the appropriate resources.

Please indicate the disability you experience that has the greatest impact on your learning. (optional)

- Acquired Brain Injury
- Concussion
- Attention Deficit/Hyperactivity Disorder
- Hearing
- Vision
- Speech
- Medical: Chronic or Permanent
- Medical: Temporary
- Mental Health: Chronic
- Mental Health: Newly Identified
- Mobility/ Dexterity Specific Learning Disability
- Other
- Prefer not to disclose at this time

Details: Other

If you have selected “other” above, please specify the nature of your disability

Additional Disabilities

If you experience additional disabilities, please indicate them here.

Current Functioning

Impact on Learning or Daily Living (Required) *

Please give a brief description of your disability and how it impacts your learning at university.

Current Academic Concerns (Required) *

What are your current academic concerns, needs or questions related to your disability?

Temporary Situation

If this is a temporary situation, what is the expected duration?

Please identify your strengths.

Have you used any strategies that have helped you manage any particular challenges in your learning environment?

Yes (please specify below) No Uncertain

Resources

Please describe the supports, services or accommodations that you feel would support you at the University, based on your above noted concerns.

Accommodations Prior to Beal University Canada (Required) *

Did you receive accommodations in high school or at other educational institutions or workplace?

Yes (please specify below) No Uncertain

Have you used any other services at Beal University Canada, in addition to accommodations, in relation to your disability? (Counselling, Career Services, etc.)

Yes (please specify below) No Uncertain

Have you used assistive software and/or technology to offset the impact of the disability on your studies(e.g. Read & Write Gold, Kurzweil, Dragon Naturally Speaking, Zoom Text, etc.)?

Yes (please specify below) No Uncertain

Have you used any assistive devices in the past (e.g. a back support, an ergonomic chair, etc.)?

Yes (please specify below) No Uncertain

Please provide any other information that you think we should know about you.

Documentation

To protect the integrity of a rigorous academic environment, we require documentation verifying the existence of a disability from a registered health professional who is authorized to make a relevant diagnosis.

Documentation Available? (Required) *

Yes No

Please note that documentation related to your request may be needed. Any documentation of a personal or medical nature can be submitted to the Student Services department, who will not share this documentation with others without your consent. Only information related to any functional restrictions or circumstances that require accommodation may be shared to meet your accommodation needs and with your consent. The confidentiality of your personal and/or medical information will be safeguarded by the Student Services department in accordance with privacy regulations.

Student Acknowledgement & Agreement regarding Confidentiality

I understand that the personal information related to my academic accommodation request, including any supporting documentation, shall be treated as strictly confidential, and shall not be disclosed to other persons without my consent. Information collected will remain separate from my student file. I understand that, in order to implement any academic accommodations, basic information may need to be shared with my instructor or others involved in the accommodation only to the extent necessary and only with my consent.

Signature: _____ Date: _____

Student Accommodation Request Form (Non-Disability)

Use this form to request a non-disability human rights related accommodation as per the Student Access to Accommodations Policy. Submit the form to ss@bealuniversity.ca.

Please note that documentation related to your request may be needed. Any documentation of a personal or medical nature can be submitted to the Student Services department, who will share (as appropriate) only information related to any functional restrictions or circumstances that require accommodation. The confidentiality of your personal and/or medical information will be safeguarded by the Student Services department in accordance with privacy regulations.

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Student Information

Name of Student:

Gender pronouns (optional):

Position and Department/Program:

Contact Information:

Accommodation Details

1. Which non-disability human rights ground (s) is/are your academic accommodation request related to? Disability-related requests should be made through the Student Disability Accommodation Request Form. Religious/Cultural accommodation requests should be made through the Student Request for Religious and Cultural Observance Form.

Students seeking academic accommodation for childcare or eldercare may be expected to make reasonable efforts to first avail themselves of outside resources available to them prior to making an accommodation request. As such, we kindly ask that you indicate in the body of this request whether alternative arrangements have been explored to balance your caregiving and academic requirements (e.g., daycare, babysitting, shared responsibilities with partner, partner request for accommodation with their employer, family and/or friend support).

____ Family status

____ Sex (including pregnancy, and breastfeeding)

____ Gender identity and/or gender expression

____ Other human rights ground(s) (please specify):

2. Describe the type of academic accommodation being requested.

3. Describe why the academic accommodation is required.

4. What is the time period/duration you expect will be needed for this academic accommodation?

5. Please provide any suggestions you have about what academic accommodations options we can explore, and any additional information that may be useful in processing your accommodation request. Please attach any relevant information/further pages if applicable.

Student Acknowledgement & Agreement regarding Confidentiality

I understand that the personal information related to my academic accommodation request, including any supporting documentation, shall be treated as strictly confidential, and shall not be disclosed to other persons without my consent. Information collected will remain separate from my student file. I understand that, in order to implement any academic accommodations, basic information may need to be shared with my instructor or others involved in the accommodation only to the extent necessary and only with my consent.

Signature: _____

Date: _____