

# AURORA COLLEGE

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## POLICY

Aurora College recognizes its obligations to ensure that its programs and services are available to students with disabilities. College faculty/staff share a responsibility to accommodate students with disabilities.

## PRINCIPLES

1. The College has an inclusive approach to the provision of its programs and services to students. Students with disabilities will be provided reasonable accommodation to participate fully in College programs and services.
2. Applicants/students and College faculty/staff share the responsibility of understanding and addressing characteristics of disabilities that affect a student's learning and/or living at the College.
3. Academic accommodations will maintain academic standards established for any course or program.
4. Applicants/students are responsible for notifying the College of their disability.

## DEFINITIONS

**Academic Accommodation:** Accommodations are planned arrangements that enable students with disabilities to participate effectively in a course of study. They are individualized to meet the student's needs in accordance with the nature of the student's abilities. They may include, but are not limited to, the provision of note-takers, readers, test aides, scribes, sign or oral language interpreters, transcribed learning resources and specialized equipment or software.

**Reasonable Accommodation:** Accommodations that do not impose undue hardship on the College or other learners in the form of significant additional financial requirements or changes to the fundamental nature of the learning outcomes or academic standards established for the course or program.

**Disability:** Any physical or mental condition that prevents a student from performing the specific course assignments of a specific program without the provision of appropriate accommodations.

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### PROCEDURES

1. The Calendar and program outlines will clearly list requirements to successfully complete the program.
2. An applicant/student who believes that he/she requires academic accommodations or other supports to participate in a College course or program, as a result of a documented disability, will request academic accommodations or other supports and disclose his/her disability:
  - a) At the time of application to the College (ideally); or
  - b) Following admission to the College, regardless of when the disability was diagnosed.
3. An applicant/student who is requesting academic accommodations or other supports will notify his/her Program Manager in writing and will:
  - a) Provide documentation of his/her disability;
  - b) Identify, to the extent possible, his/her requirements for academic accommodation and/or other supports; and
  - c) Confirm his/her ability to undertake program activities following implementation of necessary accommodations.
4. An applicant/student may identify an advocate from within the College faculty/staff, or someone external to the College, to assist him/her with his/her application and with his/her interactions with the College.
5. Upon receipt of a request for academic accommodations or other supports from an individual with disabilities, the Program Manager for the individual's program and the Director of Student Services (or designate) will review the request and associated documentation.
6. The Program Manager, the appropriate Chair and instructors, the Director of Student Services (or designate), the applicant/student and his/her advocate will meet to discuss and confirm reasonable accommodations, requirements for assistive technologies and any other supports that will be required. These discussions will also consider whether the proposed accommodations place an undue hardship on the College. Further, they will discuss and confirm any necessary planning or advance arrangements that are required.
7. The applicant/student, with assistance from his/her advocate or Student Services, should apply for the NWT Student Financial Assistance *Study Grant for Persons with Permanent Disabilities*, if applicable.

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8. If the required reasonable accommodations place an undue financial hardship on the College, the College will seek financial support from outside the institution to offset the anticipated incremental costs.
9. Arrangements for accommodations will be implemented in a timely manner.
10. The College will provide training for its staff and students, should it be required, to ensure the effective implementation of identified academic accommodations.
11. In some circumstances, the nature and degree of a disability may mean that no reasonable accommodation would enable an individual to perform the specific course assignments of a specific program or that the provision of the proposed accommodation would place an undue hardship on the College. In these circumstances, the College may refuse admission or accommodation.
12. Information about a student's disability is personal information and, therefore, confidential. It forms part of the student's record. Disclosure of this information must be in accordance with the *Access to Information and Protection of Privacy Act* and Aurora College policy C.16 *Access to Student Records*.
13. The Chair (or designate) responsible for the program in which the student is enrolled, the Director of Student Services (or designate), the student and the student's advocate (if any) will meet not less than once per academic term, to review the value and appropriateness of the academic accommodations and other support services.
14. Should adjustments to academic accommodations or other support services be required, the College staff will work diligently to make the necessary arrangements in a timely manner.
15. Where required elements of a program or course may be prohibitive to students with disabilities, the College will make attempts, wherever possible, to identify equivalent activities that provide students an opportunity to fulfill the academic requirements of the program or course.

NOTE:

During the application process, and program delivery of services for disabled persons, College staff may wish to consult experts within other government departments or non-government organizations for advice and guidance.

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## FACT SHEET

### **DATES:**

1994-06	New policy issued – <i>Students with Disabilities</i> .
1997-02	Policy revised. Policy and Program Committee Motion PPC#19-1997. Board of Governors Motion BG#05-1997. Implemented April 25, 1997.
2011-04-07	New format approved and implemented.
2013-01-29	Policy revised and renamed. Policy and Program Committee Motion PPC#2-2013. Board of Governors Motion BG#05-2013. Implemented February 1, 2013.

### **RELATED POLICIES**

- C.12 Program Application, Admission and Continuation
- C.16 Access to Student Records
- E.06 Barrier Free Facilities

### **RELATED AURORA COLLEGE BYLAWS**