



ACCOMMODATIONS POLICY

1.0 PURPOSE

The purpose of this procedure is to ensure New Brunswick College of Craft and Design (NBCCD) (“the College”) students requiring supports/accommodations will be able to meet the academic and professional standards required for successful completion of NBCCD programming. NBCCD will accomplish this through providing reasonable accommodations to eligible students, while maintaining academic and professional integrity.

NBCCD is committed to ensuring the fullest possible participation of all students, not only in the classroom, but in all aspects of the educational experience, so that they have the opportunity to meet their individual potential.

In keeping with NBCCD’s value for community, the College is committed to ensuring an environment of understanding and respect for the dignity and worth of each student and to supporting inclusive education based on the principles of equity, accessibility, and collaboration.

2.0 SCOPE

All NBCCD students who are registered in credit or non-credit courses, and/or programs, who are participating in college events or activities, and who have self-identified and been documented as requiring accommodation.

- This procedure covers the span between when a student identifies their need for an accommodation with Student Services (Learning Strategist/Counsellor) until

the student is no longer a registered student at NBCCD. Students may be requested to provide *verification of accommodation* to maintain eligibility. Verification may include, but is not limited to, written confirmation of a student's disability from a health professional such as a doctor, psychologist, psychiatrist, or counsellor/therapist.

- Where students are unable to meet program outcomes due to a documented barrier, NBCCD will provide reasonable and appropriate accommodations, in collaboration with the student and appropriate care provider(s).
 - i. Reasonable and appropriate accommodation will be made by providing alternative ways for individuals to meet their specific course/program outcomes.

3.0 DEFINITIONS

Academic Accommodation refers to support provided to enable students to meet program outcomes, while at the same time maintaining the academic integrity of program curriculum. Academic accommodation involves modifying the educational environment, and/or providing alternative arrangements to eliminate systemic barriers impacting student success.

Disability refers to any permanent or temporary diagnosed condition which impacts the opportunities of a person to meet the program outcomes and requirements.

Service Accommodation a change or increase in resources or services to accommodate the learning needs of a student. Service accommodations may include, but are not limited to, the following:

- i. alternative media to support exceptional needs and individual learning styles
- ii. design of academic and classroom accommodations
- iii. assistance with applying for the *Canada Student Grant for Students with Permanent Disabilities*
- iv. access to assistive technology, advocacy, and support
- v. mentoring services for students with transition needs
- vi. special arrangements or accommodations for tests and exams

4.0 IMPLEMENTATION

In accordance with the *New Brunswick Human Rights Code*, an individual (such as a student) should not be discriminated against in accommodation and services on a prohibited ground of discrimination, including mental disability and physical disability. NBCCD is committed to ensuring full participation for students with documented disabilities.

NBCCD respects and adheres to the standards set by the *Repeal of the Protection of Personal Information Act (RTIPPA)* and will abide by all rules concerning the handling of information about individuals.

4.1 Responsibilities of the Student

Applicants are not required to notify NBCCD of a disability or need for accommodations prior to admission. However, appropriate academic and service accommodations require time to plan and implement. **Therefore, students requiring accommodations are encouraged to self-identify on their application form noting they have a disability/accommodation and/or accessibility needs.**

Students are responsible to:

- i. self-identify a disability to the Learning Strategist/Counsellor and supply all required documentation so that appropriate accommodations and services may be implemented.
- ii. when eligible, apply for funding through the *Canada Student Grant for Students with Permanent Disabilities* or other eligible funding.
- iii. collaborate with the Learning Strategist and other appropriate staff or support persons on an ongoing basis to manage the accommodation process, including providing additional medical or psychological information as required.
- iv. meet the curriculum learning outcomes and essential requirements of courses and programs once an accommodation is provided.

Students with a disability already enrolled in an NBCCD program or course who have not self-identified in the application process or during orientation are encouraged to contact Student Services to discuss disability-related needs, and to arrange for appropriate accommodations to be made.

4.2 Responsibilities of the College

NBCCD is responsible to:

- i. advise applicants and students of the services and accommodations available to students with disabilities and how they can be accessed, provided the student notifies Student Services.
- ii. support the student in completing the paperwork to apply for the funding to cover these needs.
- iii. maintain ongoing academic standards for all courses and programs.
- iv. provide reasonable and appropriate academic accommodations when requested by students with disabilities. NBCCD will consider the following factors when assessing academic accommodations requests:
 - a. the need to maintain NBCCD's academic standards.
 - b. the existence of a public safety risk or a substantial risk of personal injury to students.
 - c. budgetary and financial considerations.
- v. take an active role in ensuring that alternative approaches and accommodations are respected.

4.3 Process for Students with a Documented Disability

Applicants are not required to notify NBCCD of a disability, or need for accommodations prior to admission, however, accommodations require appropriate time to plan and implement. A delay in contacting Student Services may result in an inability to provide the services required and/or may delay implementation of possible accommodations.

It is important for students with known disabilities to contact Student Services as early as possible.

- i. Students requiring accommodations should contact Student Services (Counsellor or Learning Strategist) as needed. This will facilitate the provision of any special arrangements necessary to accommodate the student's needs. *Adequate time is required to review and implement all student accommodations. Accommodations may take a couple of weeks to be implemented.*

- ii. Students may either self-refer or course Instructors and/or academic advisors may refer students to the Learning Strategist. However, students must conduct their own unassisted outreach to these resources in order to access support. Instructors and academic advisors cannot require or mandate students to do so.

Please note, all services, supports, and accommodations provided by NBCCD's Learning Strategist and Counsellor are voluntary to the student.

- iii. Referrals will be reviewed by the Learning Strategist prior to scheduling an intake appointment with the student. Whenever possible, meetings will be done face-to face, however, in certain situations it may not be possible, and contact will be made virtually.
- iv. In collaboration with the student and/or others as needed, the Learning Strategist will identify individual student needs relating to accommodations and accessibility and develop an Individual Accommodation Plan.

To accommodate students with documented disabilities, the Learning Strategist requires up-to-date documentation from a health care professional (Psychologist, Psychiatrist, Medical Doctor, Nurse Practitioner, or Social Worker) indicating the student's ongoing need(s). **Disability related documentation generally needs to be no more than five (5) years old (or have been completed after the age of 18), to meet funder requirements.**

NBCCD can offer reduced course loads when needed to students requiring accommodations on an "as needed" basis while attending the College. This is done through a pre-mapped program in conjunction with the Registrar's office and the respective Studio Coordinators for each program.

- The Foundation Visual Arts (FVA) program can be accommodated to be completed over a two (2) year period.
- Diploma programs will be accommodated to be completed within a three (3) year period. In extreme circumstances only, a fourth year may be granted for completion of the program should the academic advisors deem it necessary for students with specific accommodation requirements.

If eligible, students are required to apply for funding through the *Canada Student Grant for Students with Permanent Disabilities*. The Learning Strategist or other designated staff can support the student in completing the appropriate forms to apply for funding, but it is the student's responsibility to submit this form.

- i. At the beginning of each semester, the Learning Strategist provides each respective Studio Coordinator/Instructor with a list of the students in their course requiring accommodations, including their Individual Accommodation Plan.
- ii. The Studio Coordinator advises relevant faculty of the student's accommodation(s). Any clarification, questions, or concerns should be addressed to the Learning Strategist. The Studio Coordinator will work with the Instructor(s) to ensure the student obtains their accommodations as requested.
- iii. With the use of an accommodation(s), the student is expected to meet learning outcomes as identified in the course outline.
- iv. The use of accommodations is a student-directed and voluntary service provided by NBCCD's Student Services. It is the responsibility of the student to inform the Learning Strategist of their need for accommodation and to request the services as outlined in their *Individual Accommodation Plan*.

4.4 While Studying at NBCCD

It is recognized that many student disabilities are identified while studying at NBCCD.

- i. Students who are not meeting the academic standards of their respective program and/or are experiencing behavioural difficulties will be encouraged to meet with the Learning Strategist to discuss the available supports and services.
- ii. The Learning Strategist may put in place temporary accommodations while waiting for formal assessment and documentation. The student will be provided with information necessary to obtain a formal assessment.

Any financial implications for these services are the responsibility of the student. NBCCD may be able to assist the student in obtaining funding to cover the supports which have a cost associated with them. Please speak with Student Services for information on funding sources.

- iii. No mention of accommodation will be placed on student transcripts.

5.0 APPEAL

Any appeals of a decision relating to accommodation of disabilities shall be dealt with following the existing *Appeals* guidelines of **Student Code of Conduct Policy** of the College.

6.0 RECORDS

All documents are to be retained as per the **Student Records Policy**. For more information, refer to the **Student Records Policy**.

7.0 RELATED POLICIES

- Student Code of Conduct
- Academic Code of Conduct

8.0 POLICY CUSTODIAN

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