



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: STUDENTS WITH DISABILITIES

Procedure No.	SS-207-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	GP-A-101
Related Policies	SS-207 & AC-102	Effective Date:	August 15, 2017 (R3)

PROCEDURE

1.0 Identify Disability

Applicants will be responsible for identifying any **disability** on the appropriate section of the College's application for admission.

2.0 Appropriate Documentation

In accordance with the College policy on Admission, Policy AC-102, applicants with disabilities will be required to provide appropriate documentation.

3.0 Definitions

3.1 Accommodation

Accommodation is a term used to describe the supports, tools and/or other services that are provided to individuals with disabilities to enable them to compensate for the difficulties arising from their disability. In an educational setting, accommodations are required in order for a student to access the curriculum, complete assignments and demonstrate and apply their skills and knowledge. Appropriate accommodations are individually designed based on the unique learning needs of the student and reflect the demands of the curriculum including the approaches used for both instruction and evaluation. Since the student's needs may change over time, the range of accommodations provided also need to change from time to time. Changing the requirements or outcomes in an educational setting, such as lowering the pass mark for a course, is not

an accommodation. The provision of accommodations continues to be critical for student success at the secondary and post-secondary levels and this provision of accommodations to the point of undue hardship is mandated in Human Rights legislation.

“Accommodations” may include **but are not limited to** the following:

- A quiet supervised, separate place for testing;
- A reader to read print material to another;
- A scribe to write what another dictates;
- Examinations in alternate form (e.g. oral examinations, use of a scribe or note taker, audio tape, Braille, etc.);
- Audio taping of lectures/classes;
- Adapted schedule - timetabling adjustments;
- Pre-registration and individual campus orientation;
- Peer tutor;
- Buddy system;
- Detailed course outlines where customized courses are required;
- Help with library research;
- Extended time to complete a program of studies;
- Assistive technology;
- Extended time for examinations.

4.0 Committee on Special Admissions

A Committee on Special Admissions will be established on each campus. For students with disabilities, this committee will include the Coordinator of Disability Services.

4.1 Role and Responsibility

The Committee on Special Admissions will review applications using the following criteria as applicable:

- Resources and supports required by applicants and also the College’s capability to respond;
- The resources available to applicants through other community agencies, (i.e., CNIB, Mental Health Association, Canadian Paraplegic, John Howard Society, Human Resources and Employment, Community Living/Independent Living, etc.;

- Supporting documentation (e.g., psycho educational assessments from guidance counsellors/psychologists, medical reports from physicians and other relevant documents);
- Letters of recommendation from community leaders, guidance counsellors, clergy, doctors, employers and so on;
- Previous credit and non-credit courses completed and other training experiences – formal and informal;
- Life experiences/community involvement (i.e., work experience, volunteer experience, awards)
- Applicants' physical capabilities or status (in relation to safety concerns for the applicant or others).

4.2 Role of Committee May Include (But is not Limited to)

- To make recommendations on program modifications;
- To make recommendations on conditions of admission;
- Referral to alternative program; i.e., Adult Basic Education, CAS and other community programs.

4.3 The decision of the Committee will be communicated in writing to the applicant by the Admissions Office. All such written communications will be copied to the Coordinator of Disability Services.

5.0 Admissions Process for Applicants

5.1 Applicants who identify a disability on application form and have indicated a desire to be contacted by the Disability Services Office:

- The admissions office will acknowledge receipt of applications and /or status of admissions via a letter. The applicant will be advised the application has been referred to Disability Services for accommodation consideration related to programming. A copy will be given to the Coordinator of Disability Services, who will follow up with the applicant;
- The applicant will consult with the Coordinator of Disability Services regarding specific “accommodation” requirements. The Coordinator of Disability Services will be responsible for follow-up to ensure the student’s needs are accommodated on admission;

- The Admissions Office will issue the acceptance letter;
 - Once the student has been accepted and accommodations have been agreed upon, both the student and the Coordinator of Disability Services (or Resource Facilitator) complete and sign the accommodation form recognizing the fact that students needs are subject to change.
- 5.2 Applicants who identify a disability on application form, however indicate that they do not want to be contacted by the Disability Services Office:
- The application will be processed by the Admissions Office and a letter outlining the Disability Services will accompany the acceptance letter.
- 5.3 Applicants who identify a disability after entry:
- Any student who did not previously identify on application as having a disability may still be a candidate for disability services upon providing appropriate documentation to the Coordinator of Disability Services. As a team, and in consultation with the student, alternative options will be explored, and a decision on a viable option will be made;
 - Once eligibility has been determined and accommodations have been agreed upon, both the student and the Coordinator of Disability Services (or Resource Facilitator) complete and sign the accommodation form.
 - The Registrar's Office will be notified that the student has identified as having a disability.
- 5.4 Applicants who have completed modified courses (high school transcript course numbers with a third digit "6" or alternate courses with a third digit "7") will require further assessment before eligibility is determined. The completion of a modified course may prevent applicants from being accepted into regular college programs.
- Applicants will be sent a special admissions acknowledgment letter (SS-ACCESS-001-17-05-04) and an application package (SS-ACCESS-002-17-05-04) through the College admissions office. If the applicant believes the letter and package are sent in error, the applicant will contact the Accessibility Services Coordinator(s) (ASC)

- Applicants will return the special admissions acknowledgment letter and application package to the College admissions office. The College admissions office will document receipt in PeopleSoft and forward the applicants information to the Accessibility Service Coordinator(s)
- Accessibility Service Coordinator(s) will complete the special admissions eligibility form (SS-ACCESS-003-17-05-04) and the special admissions checklist (SS-ACCESS-004-17-05-04) before contacting applicants to determine program eligibility
- Accessibility Service Coordinator(s) will arrange an interview with applicants to assess recommendation for program eligibility using the following supporting documentation: special admissions applicant assessment tool (SS-ACCESS-005-17-05-04), special admissions student interview form (SS-ACCESS-006-17-05-04), and special admissions applicant information summary form (SS-ACCESS-007-05-04)
- Accessibility Service Coordinator(s) may request applicants participate in a job shadow exercise. Through instructor feedback (SS-ACCESS-009-17-05-04) and applicant's self-reflection (SS-ACCESS-008-17-05-04), applicants have the opportunity to experience program curriculum and competencies before committing to the program
- Special admissions committee reviews applicant's application package, assessment tool, student interview form, information summary form, accessibility services recommendations, and job shadow feedback (if applicable) to determine eligibility (without modifications to course objectives or content). The recommendation to accept or not accept is documented in the special admission recommendations form (SS-ACCESS-010-17-05-04) and is forwarded to the Registrar's office. The Registrar's office notifies the admissions officer(s) of the recommendation for PeopleSoft documentation
- Admissions officer(s) notifies Accessibility Services Coordinator(s) of the recommendation and ASC contacts the applicants as per the guidelines for special admissions advising (SS-ACCESS-011-17-05-04)

6.0 Services for Students with Disabilities

All campuses of College of the North Atlantic offer inclusive programming and services to individuals who are accepted. The College recognizes the ultimate purpose of training will be the eventual integration of all persons into the mainstream of post-secondary education, the community and society.

The College has developed a service delivery model that complements current College operations and increases service delivery to a wide range of students in specific areas. In addition, this model allows College of the North Atlantic to respond to students in cases where their disabilities are identified after registration.

Approval History	
Approved by President	June 12, 2000
Revision 1	August 20, 2008
Revision 2	July 14, 2010
Revision 3	August 15, 2017