



COLLEGE POLICY

Inclusion Policy for Students with Disabilities

Division or Sector: Student Services

Responsibility: Director, Services for Students

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1. POLICY STATEMENT

Vanier College is committed to providing equal educational opportunities to all students, including those with disabilities. In addition, it is committed to addressing the physical, systemic, technological, and attitudinal barriers that can limit the inclusion of students with disabilities.

2. PURPOSE

The aims of this policy are to:

- a) Ensure equitable rights and access to learning for students with disabilities, as outlined in the Quebec Charter of Human Rights (QCHR).

Every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on a handicap or the use of any means to palliate a handicap.

Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right. (Chapter 1.10)

- b) Prevent discrimination of students with disabilities.
- c) Clarify the rights and responsibilities of students, faculty, staff, and the College regarding services and accommodations for students with disabilities.
- d) Facilitate collaboration between students with disabilities and other members of the Vanier community.
- e) Ensure that reasonable accommodations are provided to students with documented disabilities.

3. SCOPE OF APPLICATION

This policy applies to the entire Vanier College community. Failure to abide by this policy would directly contravene the QCHR.

4. DEFINITIONS

ACCESS Access for Students with Disabilities operates as a multi-disciplinary team comprised of Adapted Services Counsellor(s) and Special Education Technician(s). The Access team works together with other members of the College to ensure professional and confidential services for students with disabilities.

REASONABLE ACCOMMODATION	An adjustment made in a system to make equitable the same system for an individual based on a proven need. Examples of academic accommodations include but are not limited to adaptive software, adaptive equipment, notetaking services, and extra time for exams. Specific academic accommodations vary based on individual need, course objectives, and educational environment.
DISABILITY	A chronic or episodic physical or mental impairment, or learning disability that limits one or more major life activities. A student with such a disability or disabilities may or may not require adaptations to the environment/materials in order to function to their fullest potential.
DOCUMENTATION	Documentation is required in order to receive academic accommodations. Ideally, documentation would include a clear statement of disability including diagnosis, a description of current impact, information related to previous accommodations and the credentials of the diagnosing professional. Requirements for documentation are based on the Ministère de l'éducation et de l'enseignement supérieur or MEES guidelines.
SELF-ADVOCACY	The process during which a student openly communicates with faculty and staff with regard to their academic, physical or mental health needs and rights without necessarily disclosing a disability or disabilities.
SELF-DISCLOSURE	The process through which a student discloses to the College the presence of a disability. Students are required to disclose their disabilities to Access for Students with Disabilities in order to receive academic accommodations related to their needs.
UNDUE HARDSHIP	Organizations have a duty to accommodate to the point of undue hardship. Undue hardship is defined as excessive and substantial disruption or interference to the operation of the organization. Examples of undue hardship include health and safety concerns, and financial cost.

5. ROLES AND RESPONSIBILITIES

Vanier College undertakes the responsibility to ensure that all students with disabilities obtain services and/or accommodations related to their needs. As such, the College has established Access as the department responsible for carrying out these services. While Access is responsible for implementing these services on the College's behalf, this responsibility is shared

by the entire Vanier community including faculty, staff, administration and students. All parties have specific responsibilities to ensure this mission is met.

It is the responsibility of the student to:

1. Self-disclose and request accommodations from Access.
2. Book an appointment with Access as soon as possible (preferably as soon as they are accepted into Vanier College).
3. Provide appropriate documentation to justify their needs.
4. Sign consent forms at the start of each school year.
5. Schedule each examination accommodation with sufficient notice.
6. Self-advocate by speaking to appropriate faculty and staff to put their determined accommodations into place.
7. Collaborate with Access and with faculty in order to be an active participant in their success.
8. Inform Access of any changes required regarding accommodation needs.

It is the responsibility of faculty and staff to:

1. Create a discrimination-free learning environment that respects student with disabilities.
2. Collaborate with students registered with Access.
3. Collaborate with Access staff in order to participate actively in students' success.
4. Encourage students to self-advocate regarding their disability and the impact it has on their learning in an attempt to facilitate ongoing dialogue.
5. Respect and implement the accommodations outlined by Access.
6. Speak to the Access staff should they have any concerns regarding the implementation of the outlined accommodations.
7. Refer to Access students who they suspect require accommodations.
8. Respect student confidentiality in all communication and interactions.

It is the responsibility of Access for Students with Disabilities to:

1. Meet with students to collect appropriate documentation pertaining to their disabilities.
2. Review documentation to determine whether or not a student is eligible for accommodations according to MEES guidelines.
3. Make decisions regarding accommodations on a case-by-case basis in consultation with the student and with an understanding of the nature of the disability and related course objectives, as well as the Vanier environment.
4. Consult with other members of the Vanier community (ex. Facilities, Security) in order to discuss the implementation of complex accommodations.
5. Arrange for service providers (note-takers, interpreters, scribes, physical aides or tutors) to provide specific and reasonable accommodations for students based on MEES guidelines.
6. Advise faculty of accommodations to which their students are entitled.
7. Facilitate one-on-one academic and mental health support to registered students.

8. Facilitate exam accommodations.
9. Respect student confidentiality in all communication and interactions.
10. Advocate for students if the accommodations are not being followed.
11. Work towards increasing awareness regarding disability in the aim of reducing stigma.
12. Work towards making Vanier College a more accessible institution for students with disabilities.

6. ADDITIONAL CONTACT

For additional information, please refer to the Vanier Access department or Vanier website.

7. RELATED PROCEDURES

A list of procedures associated with this policy (such as Exam Booking Procedure and Access Registration Procedure) are available on the Vanier College website.

8. RELATED DOCUMENTS

Additional documents related to this policy are available on the Vanier College website and through Student Services.

The *Charter of Human Rights and Freedoms* can be found on the “Commission de la droit de la personne et des droits de la jeunesse” website.

The *Canadian Human Rights Act* can be found on the “Canadian human rights commission” website.