
Type:	A – Educational (Board)	Last Approved: March 24, 2011
Executive Responsibility:	Vice-President Academic & Provost	Next Review: April, 2016
Administrative Responsibility:	Executive Director Student Services	Policy: 32.02

STATEMENT:

RESPONSIBILITIES OF STUDENTS WITH DISABILITIES:

1. Students who wish to take advantage of services must identify themselves to Student Support Services at the time of acceptance to Vancouver Island University by providing the following:
 - 1.1 Requests for accommodation or for changes in accommodation to the attention of Services for Students with Disabilities at the beginning of each semester in order to allow for arrangement of accommodation;
 - 1.2 Documentation of disability acceptable to Vancouver Island University, obtained from a qualified practitioner.
2. Discuss their situations at the beginning of the term with each instructor from whom they are seeking accommodation. Services for Students with Disabilities will contact instructors prior to this meeting if requested to do so by the student;
3. See that all requests for exam and other test accommodation (e.g., extended time, alternative location, etc.) are received by Services for Students with Disabilities at least one week prior to the scheduled date of exams; and
4. Contact and inform Services for Students with Disabilities as soon as possible of any additional disability, either permanent or temporary, or of any significant health changes that occur during their time at Vancouver Island University.

RESPONSIBILITIES OF VANCOUVER ISLAND UNIVERSITY
TOWARDS STUDENTS WITH DISABILITIES:

1. Make its courses or programs accessible to students with documented disabilities in accordance with the Human Rights Code (BC) and the Canadian Charter of Rights and Freedom; Workers' Compensation Board and Vancouver Island University Policy;

2. Ensure that persons with a documented disability are given equal consideration for admission to any course or program offered by Vancouver Island University for which they are academically qualified, within the normal enrolment restrictions of the program;
3. Accommodate students with documented disabilities, where appropriate, with respect to admission criteria;
4. Provide the pre-enrollment (entrance) assessments in alternative format in accordance with the procedural guidelines of exam accommodation;
5. Ensure that persons with a documented disability are appropriately admitted;
6. Review documentation to ensure that recommendations and decisions regarding accommodation are based on appropriate medical information as well as educational considerations;
7. Provide accommodation, to students with documented disabilities;
8. Ensure that faculty and staff are knowledgeable about relevant Vancouver Island University policies and procedures
9. Strive to meet all requirements of those sections of the building code dealing with access for persons with documented disabilities; and
10. Assist students with documented disabilities to access advanced registration if the following support services are specified in documentation:
 - 10.1 Interpreter service
 - 10.2 Braille, e-test, or audio-recorded textbooks
 - 10.3 Specialized equipment
 - 10.4 Optimal course scheduling

REVIEW/APPEAL PROCESS :

1. Students who have concerns or complaints regarding decisions on the provision of services under this policy and procedures can consult with the Human Rights Advisor. The Advisor provides consultation to students, an informal complaint resolution process and a formal complaint mechanism under the institution's Human Rights Policy.
2. In addition, students with disabilities have the right to access any of the institutional appeal procedures as appropriate to the situation.

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