

POLICY: <p style="text-align: center;">Accessibility Accommodations and Supports for Students Policy</p>		POLICY NUMBER: <p style="text-align: center;">AC-006-A2</p>
		PREVIOUS/REPLACES: <p style="text-align: center;">Student Manual</p>
APPROVED BY: <p style="text-align: center;">Academic Council</p>	EFFECTIVE DATE AS OF: <p style="text-align: center;">November 1, 2021</p>	PRIOR VERSIONS: <p style="text-align: center;">August 2020</p>

1. Policy Statement

Herzing College is committed to providing equal access to education and training for all students, while at the same time, maintaining a high standard of academic rigor in all of its technical, professional, and undergraduate programs. Under applicable Federal and/or Provincial legislation, Herzing College will work with students to develop a plan for reasonable accommodations, adaptations, and supports.

Herzing College will provide reasonable academic accommodation and/or assist off-campus sponsoring agencies in the provision of accessibility supports to students with disabilities. This includes students with diagnosed mental health concerns requiring academic accommodations.

Self-declaring an accessibility support need on a Herzing College program application will not be used in any way to determine eligibility for entrance into a program or for position on a program waitlist. The option for students to self-declare during the admissions process allows Herzing College to proactively communicate with students prior to the start of classes. Anonymous aggregates of this information may be used for statistical purposes, research and efforts aimed at enhancing the student experience or for compliance reporting requirements.

During the program application process and prior to the start of classes, students are expected to apply for accessibility support funding and sponsorship from all applicable off-campus support agencies. Herzing College may not be able to act as the sole provider of all required accommodations for the anticipated program start date if other sources of funding are not accessed. Students who have not applied for other funding may be required to delay their program start date until eligibility for all sources of funding is determined.

When a Herzing College student is assessed as ineligible to receive assistance from an off-campus support agency, there may be limits to the resources available to Herzing College for the planned academic year. Student accommodation plans with Herzing College as the sole provider of accessibility supports will be considered on a case-by-case basis.

Students requiring accessibility accommodations must meet all of the standard entrance requirements for admission to a Herzing College program of study. Modified or “M” designated high school courses do not meet the entrance requirements for Herzing College post-secondary programs.

All Herzing College students are required to demonstrate and achieve the competencies and performance standards outlined within the program curriculum. Reasonable accommodations or adaptations allow students to achieve the same required learning outcomes through alternate methods of delivery, assessment, and/or participation. If a required accommodation or adaptation results in a change to the delivery or assessment of

program curriculum to such an extent that the required learning outcomes can no longer be met, Herzing College will determine if enrollment in the proposed program is possible.

When an academic accommodation requires changes to the essential safety practices of a Herzing College program, Herzing College will consider all accommodation options which still maintain the required level of safety. However, if a required accommodation results in an unacceptable risk to the student, or to other students and staff, an accommodation may not be possible. Under no circumstances will a student be allowed to waive the safety requirements and voluntarily accept an increased level of risk in order to remain enrolled in a Herzing College program.

Before any academic accommodation or adaptation can be provided, students must meet with the Admissions Director or the Academic Dean and provide documentation detailing their individual accessibility requirements.

Students are responsible for communicating with their faculty member if the accommodations in place are not effective or if the student has opted to change their original accommodation or education plan.

The principles of inclusion, full participation, and the duty to accommodate, apply to both educational institutions and employers. In Herzing College programs where a work practicum is a graduation requirement, students may request accommodations while at the practicum work site. The employer providing the work practicum experience is continuing the educational process of Herzing College. As such, work practicum employers have the same duty to accommodate during a work practicum as Herzing College does in the classroom.

2. Scope

This policy applies to all Herzing College post-secondary students.

3. Procedure

1. Accommodation Requests

- a. Students are expected to self-identify their accessibility needs as early as possible during the initial program application and admission process. Early self-identification and communicating directly with the Director of Admissions or the Academic Dean is critical to have sufficient time to coordinate supports before classes begin, as some accommodations may take several months to arrange.
- b. Should the need for accessibility accommodations arise after classes have started, the student is responsible for requesting accommodations as soon as possible. Every reasonable effort will be made to respond quickly to an accommodation request after classes have begun; however, delays in notifying Herzing College could impact the effectiveness and timely provision of required accessibility supports.

2. Documentation Requirements

- a. To receive academic accommodations, students must contact the Admissions Director or Academic Dean to discuss their request and determine what type of accommodations are reasonable and most likely to be effective. Students are required to provide substantial, clear, and conclusive evidence to support the need for academic accommodations.
- b. Evidence used to support an accommodation request must include:
 - The student's self-report of his or her accessibility needs.
 - Clear identification of current or anticipated barriers while studying at Herzing College.
 - Outline of the student's prior education history including descriptions of previous accommodations that have been effective in a school or work setting.
 - With the student's consent, other supporting information which will be considered may include:
 - Interactions with other Herzing College departments.
 - Observations from Herzing College faculty members.
 - Statements from family and sponsors.
- c. If the types of evidence provided to the Director of Admissions or the Academic Dean outlined previously does not sufficiently demonstrate that accommodations are warranted, or if the type of support required is not clear, the student will be required to provide current documentation from a qualified professional to verify the need for accommodations and recommend supports.
- d. If classes are already underway and there is a delay in obtaining documentation from a qualified professional, the College will use the information available to provide interim accommodations pending a professional assessment.
- e. The Academic Dean will review the documentation provided and in consultation with the student, will determine the range of appropriate accommodations based on the functional impact of the assessed accessibility needs and the requirements of the student's program of study. The cost of obtaining documentation is the student's responsibility.

3. Communicating and Implementing the Accommodation Plan

- a. Once all documentation requirements are satisfied and in consultation with the student, the Academic Dean will provide the program faculty member(s) a formal Letter of Accommodation outlining the student's in-class accommodation plan. The Academic Dean will help facilitate any required discussions between the student and faculty member(s) to ensure that the accommodation plan is understood by all parties.

- b. With the students' written permission, the Academic Dean may also provide the student's Letter of Accommodation, or the relevant sections of it, to other Herzing College departments if the student's accessibility requirements involve other areas of the college.
- c. Once classes have started, the office of the Academic Dean will liaise as required with the student, faculty member, and program coordinator to ensure that the student's accommodation plan is being implemented and is effective. If the student or faculty member are not satisfied with the accommodation plan or its effectiveness, the Academic Dean must be notified immediately.
- d. As required, the Career Development Office will work closely with the student, faculty member, program coordinator and practicum employer to arrange required accommodations at the student's work practicum site.

4. Administration

The Campus President will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Academic Council in 2024.

6. Reference

- Federal and Provincial Human Rights Codes
- Federal and Provincial Disabilities Acts, including the Accessibility for Ontarians with Disabilities Act (AODA)

7. Definitions:

Accommodation – Academic accommodations refer to the adjustments made to the delivery, assessment, and method of student participation in class which ensure there is no discriminatory effect on the student's ability to study and perform. These accommodations are meant to mitigate barriers so students can achieve the required learning outcome as per the program standards.

Reasonable Accommodation – A request for adjustments to the learning environments, or to the delivery and assessment methods used in class, which do not impose undue hardship on the College in the form of significant changes to the fundamental nature of the learning outcomes and/or academic standards of a program. Reasonable accommodation cannot cause undue hardship for safety, financial or other reasons.

Undue Hardship – An accommodation request requiring more than minimal hardship and must be based on actual evidence of hardship and not merely assumptions or prejudices. Various factors are considered when assessing undue hardship including financial implications, health and safety risks and legitimate operational requirements. In addition, the provincial Human Rights Code considers the nature, size and scope of a business

or organization in determining what is reasonable accommodation in the circumstances. Herzing College, being a private educational institution, is limited in cost expenditures for accommodations.

Accessibility Need – The result of a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies at a post-secondary level. This can be the result of a permanent, long-term, recurring, or temporary physical, cognitive, sensory, mental health or learning impairment.

Self-identification – Students must identify their accessibility support needs to the admissions or academic staff in order to receive accommodations. Self-identification is confidential and the protection and release of personal information is subject to student privacy protection.

Qualified Professional – Medical, educational, human rights professionals who have sufficient education and experience to properly evaluate the supports and/or accommodations required by an individual for reasons of physical, mental, or emotional disability or issue.