

Student Accommodations

Number:	2.2.4
Responsible Executive:	President
Approval Authority:	Senior Leadership Team
Effective Date:	July 24, 2025
Next Review Date:	July 23, 2030
Revised Date:	September 23, 2025
Category:	Administration
Replaces:	Accessible Learning Policy

Purpose

This policy establishes the principles and procedures by which Coquitlam College (the College) provides reasonable accommodations to support the full participation of students with disabilities throughout their time at the College.

Scope

This policy applies to:

- All students with disabilities throughout their academic relationship with the College; and
- All College employees responsible for supporting or implementing accommodations.

Policy Statements

1. The College is committed to creating an inclusive learning environment by identifying, removing, and preventing barriers to access for students with disabilities.
2. The College recognizes its obligations under the *BC Human Rights Code* and the *Accessible BC Act* to accommodate students with disabilities or other protected characteristics to the point of undue hardship.
3. Accommodations will be developed through an individualized, consultative and adaptive process involving the student, Academic Advising, instructors and other relevant parties.
4. The Accommodation process will uphold students' dignity, privacy, autonomy, and inclusion while ensuring academic integrity.
5. The duty to accommodate is ongoing and responsive to changes in a student's condition or academic context.
6. Accommodations must not compromise the essential requirements or learning outcomes of a course or program.
7. The College and all parties involved will respect student privacy and handle sensitive information in accordance with applicable legislation and internal policies.
8. For students in the College's Senior Secondary (high-school) program, the College will comply with the Educational Standards Order and other applicable legal requirements for developing, implementing, and reviewing Individual Education Plans.

PROCEDURES

9. The purpose of an accommodation is to remove or reduce barriers to full participation in learning. The emphasis is on access, not outcome.

10. The creation of a reasonable accommodation plan is a shared and individualized process involving the student, College employees, and, where appropriate, external parties.
11. The College is responsible for:
 - a. Providing an inclusive and accessible learning environment;
 - b. Ensuring admission decisions are not based on disability;
 - c. Educating employees about their duties under human rights legislation;
 - d. Working toward a universally accessible learning environment;
 - e. Implementing reasonable accommodations in a timely manner;
 - f. Providing a fair process for accommodation requests and appeals; and
 - g. Clearly communicating the availability of accommodations.
12. Academic Advising is responsible for:
 - a. Collaborating with students, instructors, and administration to develop individualized accommodation plans;
 - b. Verifying student needs through documentation from qualified individuals (see Documentation section);
 - c. Communicating the accommodation plan to students and relevant instructors/departments in writing;
 - d. Supporting the implementation of accommodations and offering guidance as needed; and
 - e. Monitoring the effectiveness of accommodations and initiating reviews if required;
 - f. Maintaining secure and confidential records of accommodation plans and communications.
13. Employees are responsible for:
 - a. Understanding and fulfilling their obligations under the *BC Human Rights Code*;
 - b. Supporting the implementation of accommodations while maintaining academic standards;
 - c. Referring students to Academic Advising when accommodation needs are identified;
 - d. Not altering accommodation plans or negotiating changes directly with students. All changes must involve Academic Advising.
14. Students are responsible for:
 - a. Contacting Academic Advising to initiate the accommodation process;
 - b. Providing complete and credible documentation (see below);
 - c. Engaging in the accommodation process in good faith;
 - d. Following the timelines and terms outlined in the accommodation plan; and
 - e. Notifying the College of changes in their needs or condition in a timely manner.

For Senior Secondary students:

15. In accordance with the Educational Standards Order (ESO), Individual Education Plans (IEPs) will be initiated when a student is identified as requiring supports. IEPs will be developed, implemented, and reviewed in a manner consistent with the ESO, including consultation with parents/guardians, secure management of student records, and reviewed at least once annually.
16. Placement decisions for Senior Secondary students will prioritize full participation in regular classes with same-age peers, with appropriate supports.
17. Concerns or disputes regarding an IEP or accommodations will be addressed under the College's Procedural Fairness & Appeals Policy (3.1.3).

Documentation

18. Documentation must come from a qualified professional (e.g. licensed medical practitioner, registered psychologist) with expertise related to the disability for which the accommodation is requested.
19. Documentation must:
 - a. Be issued within the last five (5) years;
 - b. Confirm the presence of a disability;
 - c. Outline the functional limitations; and
 - d. Describe the impact in an educational setting.
20. The College may request additional information if clarification is needed.
21. Students are responsible for any costs associated with testing or obtaining documentation.

Timelines

22. Students should submit requests for accommodation at least six (6) weeks before the start of a course or academic activity.
23. Students who acquire a disability during their studies must request accommodation as soon as the need becomes known.
24. Requests made less than six (6) weeks before a course or activity may not be accommodated in the current term.

Interim Accommodation

22. Students experiencing barriers but lacking documentation may consult with Academic Advising.
23. Academic Advising may provide temporary accommodations, based on available information, while awaiting documentation.

Appeals

24. Students who believe a decision regarding their accommodation request was unfair or failed to consider relevant information may submit a written appeal to the President within 10 business days of receiving the decision. The appeal must clearly state the grounds for reconsideration and include any supporting documentation.
25. The President will review the appeal, consult with relevant parties as needed, and determine the outcome.
26. A written decision will be provided within a reasonable timeframe. The President's decision is final.

Definitions

Accommodation Plan: A written document outlining the individualized strategies designed to reduce barriers to access.

College Relationship: This begins upon submission of an application and continues until three months after the student has completed a course or program.

Educational Standards Order (ESO): A Ministerial Order under the Independent School Act that sets standards for independent schools, including requirements for IEPs for students with disabilities or diverse abilities.

Employee: An individual who is employed by the College on a full-time, part-time, permanent, temporary or contract basis.

Essential Requirement: Course or program elements that must be met to achieve intended learning outcomes.

Functional Impact: How a disability limits academic or related activities.

Individual Education Plan (IEP): A written plan required under the ESO for eligible Senior Secondary students, developed as soon as practical after identification, reviewed at least annually, and including goals, services, adaptations and/or modifications, and evidence of parent/guardian consultation.

Learning Environment: Any context where students engage in learning or College-supported activities.

Reasonable Accommodation: A modification to the educational environment that allows equal access without compromising essential requirements or causing undue hardship.

Student: An individual with a student number issued by the College.

Related Documents

- [Accessible British Columbia Act](#), SBC 2021, c 19
- [Human Rights Code](#), RSBC 1996, c 210
- [Personal Information Protection Act](#), SBC 2003, c 63
- [Diversity and Inclusiveness Policy 1.4.1](#)
- [Examinations Policy 2.3.1](#)
- [Student Academic Responsibility Policy 2.2.1](#)
- [Personal Information and Protection of Privacy for Students 1.2.1](#)
- [Prevention of Bullying and Harassment 3.1.4](#)
- Educational Standards Order (ESO), M41/91
- Independent Schools Branch – Inclusive Education Programs & Funding (policy/guidelines)
- BC Ministry of Education and Child Care – Inclusive Education Policy
- Inclusive Education Services: Manual of Policies, Procedures and Guidelines (2024)