

## **1.0 ASSOCIATED POLICY**

- Human Rights and Accessibility Policy

## **2.0 DEFINITIONS**

### **Accessibility**

The degree to which physical, pedagogical, and administrative structures are designed to enable full participation in the University and community.

### **Accessibility Need**

A disadvantage due to a rule, practice, or barrier related to a Protected Ground.

### **Accommodation Request**

A request for the University to take positive steps in response to a Student, Faculty, or Staff experiencing an Accessibility Need submitted in accordance with an associated procedure.

### **Non-disability Protected Grounds**

A Protected Ground other than physical disability or mental disability.

### **Protected Ground**

Race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

### **Reasonable Accommodation**

Accommodation that takes into consideration the individual circumstances but does not create an Undue Hardship.

### **Recipient**

The individual receiving an Accommodation Request pursuant to 3.1.1.

### **Student**

An individual enrolled in a course offered by the University, including both credit and non-credit courses.

### **Undue Hardship**

Creation of an onerous condition for the University, including risk to the health or safety of an individual, unreasonable financial burden, the removal of a Bona Fide Requirement, undue disruption, or undue detrimental effect on others.

## **3.0 PROCEDURE ELEMENTS**

### **3.1 Student Accommodation Request**

- 3.1.1 A Student may make an Accommodation Request to address an Accessibility Need on Non-disability Protected Grounds by submitting an Accommodation Request, in writing, to:
- 3.1.1.1 the instructing Faculty, where the Accommodation Request arises within a course; or

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**STUDENT ACCOMMODATION ON NON-DISABILITY GROUNDS PROCEDURE**

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- 3.1.1.2 the Director, Office of Human Rights, Diversity and Equity, where the Accommodation Request arises outside of a course.
- 3.1.2 Prior to making an Accommodation Request, a Student is responsible for reviewing the Human Rights and Accessibility Policy, and the related procedures.
- 3.1.3 A Student is expected to make an Accommodation Request with sufficient notice to implement the Accommodation. A written Accommodation Request should include information that can support the Recipient in understanding and implementing the Accommodation Request.
- 3.1.4 On making an Accommodation Request, a Student is responsible for participating in dialogue about possible Reasonable Accommodation with both the Recipient and any University areas whose assistance is needed, including the Office of Human Rights, Diversity, and Equity.
- 3.1.5 Upon receiving an Accommodation Request from a Student, the Recipient will meet with the Student and determine Reasonable Accommodation, if any is available. The Recipient may consult with the Office of Human Rights, Diversity, and Equity for guidance.
- 3.1.6 Where a Reasonable Accommodation is determined, the Recipient will provide to the Student a written communication outlining the Reasonable Accommodation, which will be signed by the Student, with a copy retained by the Recipient and provided to the Office of Human Rights, Diversity, and Equity at the discretion of the Recipient.
- 3.1.7 Where no Reasonable Accommodation can be found, the Recipient will provide to the Student a written communication outlining the decision, a copy of which may be provided to the Office of Human Rights, Diversity, and Equity at the discretion of the Recipient.

**3.2 Appeal**

- 3.2.1 In the event a Student is not satisfied with the decision of the instructing Faculty with respect to the Reasonable Accommodation, the Student may submit an appeal, in writing, within ten (10) business days of the date of the written notice of the decision to the Dean. The appeal must include the written Accommodation Request, the written communication outlining the Reasonable Accommodation or denying the request, and the reason for the appeal.
- 3.2.2 The Dean, or Dean's designate, will fully inform themselves of the circumstances and conduct a review, involving the appropriate individuals before rendering a decision within ten (10) business days of receiving the appeal. The Dean or Dean's designate may consult with the Office of Human Rights, Diversity, and Equity.
- 3.2.3 The Dean, or Dean's designate, will communicate their decision in writing to the Student and the Recipient within ten (10) business days of reviewing the appeal.
- 3.2.4 The decision of the Dean, or Dean's designate, is final and is not subject to further appeal.
- 3.2.5 A decision by the Director, Office of Human Rights, Diversity and Equity with respect to the Reasonable Accommodation is final and is not subject to any appeal.

**4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS**

- Human Rights and Accessibility Policy

## **5.0 ACCOUNTABILITY**

### **Responsible Office**

Office of Human Rights, Diversity and Equity

## **6.0 HISTORY**

### **Relevant Dates**

Approved: **20.05.11**

Effective: **20.06.18**

Next Review: **25.06**

### **Modification History**

**20.05.11:** New Procedure. Approved by General Faculties Council Executive Committee on behalf of GFC on May 11, 2020 (Motion GFC-EC-03-05-11-2020). Effective upon final approval of the Human Rights and Accessibility Policy by the Board of Governors on June 18, 2020.