



**MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY**

POLICY: Accessibility Accommodations and Supports for Post-Secondary Students		POLICY NUMBER: AC-2-7
		PREVIOUS/REPLACES: Disability Services
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: August 31, 2018	PRIOR VERSIONS: June 12, 2008

1. Policy Statement:

Manitoba Institute of Trades and Technology (to be referred to as MITT) 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 and professional programs. When required, MITT will work with students to develop a plan for reasonable accommodations, adaptations, and supports.

MITT will provide reasonable 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 accommodations.

Self-declaring an accessibility support need on an MITT 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 MITT Student Services 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. MITT 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 an MITT student is assessed as ineligible to receive assistance from an off-campus support agency (i.e. Society for Manitobans with Disabilities, Canada Study Grant, etc.) there may be limits to the resources available to MITT for the planned academic year. Student accommodation plans with MITT as the sole provider of accessibility supports will be considered on a case by case basis.



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

All MITT 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, evaluation, and/or participation (See Definitions). If a required accommodation or adaptation results in a change to the delivery or evaluation of program curriculum to such an extent that the required learning outcomes can no longer be met, MITT will determine if enrollment in the proposed program is possible.

When an academic accommodation requires changes to the required safety practices of an MITT program, MITT 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 an MITT program.

Before any academic accommodation or adaptation can be provided, students must meet with MITT Student Services and provide documentation detailing their individual accessibility requirements.

Students are responsible for communicating with their instructor, MITT Student Services and any off-campus support agencies 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 MITT 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 viewed as an agent of MITT. As such, work practicum employers have the same duty to accommodate during a work practicum as MITT does in the classroom.

2. Scope:

This policy applies to all MITT post-secondary students.



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3. Procedure:

1. Accommodation Requests

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 MITT Student Services is critical to have sufficient time to coordinate supports before classes begin, as some accommodations (i.e. ASL interpreters, alternate formats, etc.) may take several months to arrange. Sufficient prior notice is also required if applicants need accommodations during the admissions process when writing entrance tests for admission to an MITT program (i.e. CAAT test, PAT test).

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 Student Services could impact the effectiveness and timely provision of required accessibility supports.

2. Documentation Requirements

To receive academic accommodations, students must contact Student Services 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.

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 MITT;
- 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 MITT Student Services;
- Observations from MITT instructors;
- Statements from family and sponsors.

If the types of evidence provided to Student Services 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. (See Accessibility Services Documentation Form).



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If classes are already underway and there is a delay in obtaining documentation from a qualified professional, Student Services will use the information available to provide interim accommodations pending a professional assessment.

Student Services 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

Once all documentation requirements are satisfied and in consultation with the student, MITT Student Services will provide the program instructor and coordinator a formal Letter of Accommodation outlining the student's in-class accommodation plan. Student Services will help facilitate any required discussions between the student and instructor to ensure that the accommodation plan is understood by all parties.

With the students' written permission, MITT Student Services may also provide the student's Letter of Accommodation, or the relevant sections of it, to other MITT departments if the student's accessibility requirements involve other areas of the college. Examples may include: parking, fire drill and lockdown planning, student records, Student Life, etc.

Once classes have started, MITT Student Services will liaise as required with the student, instructor and program coordinator to ensure that the student's accommodation plan is being implemented and is effective. If the student or instructor are not satisfied with the accommodation plan or its effectiveness, Student Services must be notified immediately.

As required, MITT Student Services will work closely with the student, instructor, program coordinator and practicum employer to arrange required accommodations at the student's work practicum site.

4. Administration:

MITT's collection, use, release, storage and overall management of personal and health information is governed by legislation including FIPPA and PHIA. All documentation, file notes, and MITT student records are confidential and will only be accessed by authorized MITT staff. This includes information related to the declaration of an accessibility need or accommodation. Information will be used for the stated purposes of academic and student support including planning. As well, anonymous aggregates of information may be used for statistical purposes, for research and efforts aimed at enhancing the student experience or for compliance reporting requirements.

Students are responsible for the timely submission and maintenance of all documents required by off-campus support agencies and sponsors.



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When accommodations include alternate scheduling or locations (i.e. extra time/private room for exams), or access to specialized equipment (i.e. assistive technologies), the student is responsible for communicating with MITT Student Services their support requirements a minimum of 5 working days prior to the date required.

MITT Admissions will ensure that students are provided the option to self-declare their accessibility support needs during the program application and admission process.

MITT Student Services will work with students before and throughout their studies to develop and monitor their accommodation plan. This includes providing an official Letter of Accommodation outlining the student's accommodations to students and instructors.

MITT Academic Deans will ensure that instructors are implementing any required in-class accommodations and will provide any additional training or administrative support needed to deliver the accommodation plan.

5. Review:

This policy will be reviewed annually by MITT Academic Council.

6. Reference:

MITT Accessibility Plan
Accessibility Services Documentation Form
Manitoba Human Rights Code

7. Definitions:

Accommodation: Academic accommodations refer to the adjustments made to the delivery, evaluation 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 eliminate barriers so students can achieve the required learning outcome as per the program standards.

Reasonable Accommodation: A request for adjustments to the college's facilities and learning environments, or to the delivery and evaluation 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.



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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 Manitoba Human Rights Commission considers the nature, size and scope of a business or organization directly to what is reasonable accommodation in the circumstances.

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 Student Services staff in order to receive accommodations. Self-identification is confidential and the protection and release of personal information is subject to the Personal Health Information Act (PHIA) and the Freedom of Information and Protection of Privacy Act (FIPPA).