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considered, planned and/or implemented in advance of the commencement of the course or program.

5.3 Students Returning to the College:

- a) Students with an existing academic accommodation are required to contact the Accessibility Services Department prior to eac

- 7.2 All Health Professionals submitting medical documentation must be appropriately certified and/or licensed to practice in their professions in Canada.
- 7.3 Medical documentation should:
- a) Be current and relevant;
  - b) Provide sufficient detail to confirm the existence of a medical condition and assist in the determination of the appropriate academic accommodation;
  - c) Include the Health Professional's contact information and signature;
  - d) Outline the nature of the student's medical condition, along with a detailed explanation of the functional impact of the medical condition on academic achievement and learning outcomes (a diagnosis alone is not sufficient to support a request for academic accommodation);
  - e) Include relevant reports or test results (e.g., an audiology report for a hearing disability; an ophthalmology report for a visual disability); and
  - f) Identify side-effects of medications that may adversely impact academic performance.
- 7.4 The College may, if deemed necessary, request additional medical information or documentation.

## 8.0 Procedures

### 8.1

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## 11.0 Student Appeals

- 11.1 If a student is not satisfied with the accommodation decision, the student must advise the Accessibility Services Coordinator in writing of their concerns. The Director, Student Services or designate will review the student's concerns, review documentation on file, review any information from the relevant program area and make a determination on the accommodation. The student will be provided written reasons for the decision.
- 11.2 The student may file a final appeal to the Vice President, Students or designate if the student is not satisfied with the decision under s.11.1. The student must put their appeal in writing, describe the accommodation that was determined by the Accessibility Services Department, state what accommodation the Student is requesting and provide their reasons for the appeal.
- 11.3 The Vice President, Students or designate will review the materials from the student, request any other relevant materials from the Accessibility Services Department and program area, and seek additional advice as appropriate. The Vice President, Students or designate will make a determination and provide written reasons. The decision of the Vice President, Students or designate is final.
- 11.4 The College reserves the right to determine the appropriate College policy, processes and procedures to follow to address an appeal.