Procedure

Procedure Name	***Student Accommodation***		
Procedure #	SR 3.1	Parent Policy	Student Accommodation Policy
Policy Owner	VP Students and Campus Life	Effective Date	May 22, 2024
Procedure Owner	Executive Director, Student Experience	Next Review Date	May 22, 2029
Approved by	Executive Management Committee	Approval Date	May 22, 2024

1.0 Purpose

NAIT is committed to creating an equitable environment for all learners that meets the legislative duty to accommodate students with respect to all protected grounds. The purpose of this procedure and its associated policy is to guide the NAIT community through NAIT's student accommodation process.

2.0 Definitions

Term	Definition
Accommodation	The process of making reasonable changes to certain rules, standards, policies, workplace cultures and learning environments to ensure that they don't have a negative effect on a person because of the person's mental or physical disability, religion, gender or any other protected ground. An accommodation may be temporary or permanent.
Bona fide and reasonable justification	The required circumstances under which an accommodation cannot be provided, such that the lack of accommodation is not considered a contravention of the Alberta human rights legislation. The required circumstances will be established where, on a balance of probabilities, a standard or requirement is adopted for a rational purpose connected to a desired outcome; the standard or requirement has been adopted in an honest and good faith belief that it is necessary for a legitimate purpose; and accommodation has been provided to the point of undue hardship.
Documentation	Information that helps NAIT understand a student's need for accommodation; it outlines the barrier(s) that exists in the learning environment and how they can be mitigated and/or reduced. An example is a document signed by a medical professional.
Duty to Accommodate	The legal obligation of NAIT to make reasonable adjustments to the delivery of services, such as education, to reduce or eliminate barriers which have an adverse impact on an individual or group based on protected grounds identified in the Alberta human rights legislation so that individuals are better positioned to fully access the services. Some hardship may be necessary when accommodating an individual; only

	when there is undue hardship can NAIT claim that the institute is unable to accommodate.
Learning Environment	The physical and virtual space where learning takes place including, but not limited to, classrooms, hallways, common areas, labs, digital learning resources like the Learning Management System, Work Integrated Learning opportunities, all social media platforms, and other spaces on and off campus.
NAIT Community	Any employee, student, or person who provides a service for or receives a service from NAIT or any person who interacts with NAIT in the context of its role as a public post-secondary institution.
Protected Grounds	Alberta Human Rights legislation provides protection from discrimination on the following grounds: 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. (See the Alberta Human Rights Commission's Information Sheet on Protected areas and grounds under the Alberta Human Rights Act for more information)
Service Plan	A document that describes the recommended services and accommodations provided by NAIT to resolve the barriers the student faces in the learning environment.
Student	For the purposes of this procedure, the term covers the student lifecycle from prospective student to completion of any course/program and/or being alumni of any NAIT program.
The Advisor	The staff designated to determine and coordinate accommodations at NAIT. The Advisor serves as NAIT's expert on the duty to accommodate and related legislative responsibilities, this procedure and policy, and as a subject matter expert for NAIT community members who are navigating accommodation processes in the learning environment.
Undue Hardship	NAIT has a duty to take reasonable steps to accommodate individual needs up to the point of undue hardship. Undue hardship occurs when accommodation would create onerous conditions for NAIT and is determined based on the circumstances of each case.

3.0 Procedures

3.1 Accommodation Process

3.1.1 Students may request accommodation throughout their academic journey to address a barrier to participation in academic and non-academic services and programs as part of their post-secondary journey at NAIT.

3.1.2 Accommodations provided by NAIT must be reasonable. There is no obligation for NAIT to provide instant or perfect accommodation or to accommodate beyond the point of undue hardship.

3.1.3 Accommodation options are explored in a group or individualized manner in collaboration with programs and/or service areas to address barriers to the

learning environment and may vary depending on the circumstances and the need.

3.1.4 Recommended accommodations are detailed in a student's service plan and will be valid for the duration of their academic studies at NAIT or if the student's need for accommodation is temporary until the student no longer needs the accommodation.

3.1.5 The time taken to identify, arrange and implement reasonable accommodations will depend on the nature and complexity of the need, availability of specific services and resources, space, and other variables.

3.1.6 NAIT provides accommodations to apprentices for their training period activities. Apprentices must register with the Apprenticeship and Industry Training board for accommodation on all industry exams (e.g., branch exams, Red Seal exams).

3.1.7 Accommodations for Work-Integrated Learning Placements (WIL) placements:

3.1.7.1 May differ from accommodations offered in the classroom, shop or lab environment.

3.1.7.2 Will be indicated on a service plan specific to the WIL placement.

3.2 Roles & Responsibilities

The NAIT Community shares the responsibility to accommodate and fully participate in the accommodation process.

3.2.1 Students seeking accommodation are responsible for following the processes for accessing services and accommodations, including:

3.2.1.1 Making a request for accommodation at the earliest reasonable opportunity by booking an appointment with an Advisor.

3.2.1.2 Providing relevant information and/or documentation about the applicable protected ground and its impact on the student's needs in the learning environment to support the request for accommodation.

3.2.1.3 Collaborating with the Advisor to determine reasonable accommodation (academic, non-academic, and/or both).

3.2.1.4 If applicable, provide any required updates regarding the accommodation to the Advisor. This may include providing updated documentation as needs/restrictions/limitations/abilities change.

3.2.1.5 Providing their service plan to instructors whose classes they intend to use accommodations in and/or any other service area facilitating accommodations as soon as it is available to them.

3.2.1.6 Contacting their respective program areas to collaboratively implement the accommodations in their service plan.

3.2.1.7 If applicable, cooperating with NAIT to share relevant information with WIL placement partners for facilitating accommodations.

3.2.2 The Advisor is responsible for following the processes for determining and coordinating services and accommodations for students seeking accommodations, including:

3.2.2.1 Collaborating with the student, the program Chair or designate, and appropriate partners to explore the impact of barriers to determine reasonable and appropriate accommodations indicated in the service plan.

3.2.2.2 Informing the student of relevant processes and timelines for accessing specific services and accommodations, including those required by external partners such as Alberta Student Aid, the Apprenticeship and Industry Training Board, and any WIL Placements.

3.2.2.3 Respecting and maintaining student confidentiality while documenting case management notes, including advising notes, grant applications, consent, etc.

3.2.2.4 Collaborating with instructional staff, service areas, and administrators to respond to inquiries and requests.

3.2.3 Instructional staff, service areas, and administrators (including Program Chairs) are responsible for following processes for facilitating services and accommodations for students seeking accommodation, including:

3.2.3.1 Reviewing and facilitating the recommended services and accommodations in the student's service plan.

3.2.3.2 Protecting and maintaining student confidentiality and dignity related to their accommodations, service plans, and protected grounds in accordance with the Alberta Freedom of Information and Protection of Privacy Act (FOIP Act).

3.2.3.3 Informing the student and Advisor of relevant processes and timelines relevant to their course or service area that may be impacted by the recommended accommodations.

3.2.3.4 Collaborating with the Advisor to address any questions or concerns or to clarify accommodations recommended in the service plan.

3.3 Appeal Process

3.3.1 NAIT follows the legal standard of bona fide and reasonable justification when an accommodation is not possible and recognizes the right of students to appeal decisions made under this procedure and related policy.

3.3.2 Students wanting to appeal the outcome of an accommodation decision must submit a written appeal to the office of the Vice President, Student and Campus Life, within ten (10) business days of receiving the accommodation decision.

3.3.3 The Vice President, Student and Campus Life (or designate) will fully inform themselves of the circumstances and conduct a timely review and hearing involving the appropriate individuals, which may include but are not limited to the student, the Advisor, Program Chair, Manager of Learning Services, the Executive Director of Student Experience, the Office of General Counsel or any other

relevant parties before rendering and communicating their decision in writing to the student and the Advisor.

3.3.4 The decision of the Vice President, Student and Campus Life (or designate) is final.

4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure must be documented and formally approved by the Procedure Owner. Procedure exceptions must include:

- The nature of the exception;
- A reasonable explanation for why the procedure exception is required;
- Confirmation that the exception aligns with the general principles;
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documents

5.1 Student Accommodation Policy
5.2 Duty To Accommodate Students with Disabilities in Post-Secondary Educational Institutions
5.3 SR 1.0 Student Rights and Responsibility Policy
5.4 SR 1.3 Academic Integrity Procedure
5.5 SR 1.5 Student Appeals Procedure
5.6 IP 1.0 Curriculum and Instruction Policy
5.7 IP 1.01 Curriculum Procedure
5.8 IP 1.02 Instruction Procedure
5.9 IP 1.0 Assessment Procedure
5.10 IP 1.05 WIL Procedure
5.11 AD 2.0 Academic Progression Policy
5.12 AD 2.5 Academic Progression Appeals Procedure

Document History

Date	*Action/ Change*