







course instructors or others as appropriate to provide the student with an approved accommodation.

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1. PURPOSE The purpose of this document is to guide College employees, applicants and students during the process of assessing academic accommodation needs or challenging accommodation decisions. For the purposes of this procedure, “student” means a person who is admitted to or enrolled in a Camosun course or program.

## 2. ACCOMMODATION PROCESS

2.1 The College advises all students about the availability of services for students with disabilities. Information about the Centre for Accessible Learning is included with Offers of Acceptance for post-secondary programs.

2.2 Students seeking academic accommodation must identify their disability to the College through the Centre for Accessible Learning.

3.4 The Manager, Accessible Learning, will within five (5) working days of the submission, review and decide the matter, and will communicate the College accommodation decision to the student in writing. This constitutes . If the student is not satisfied with the decision, the student may, within five (5) working days, submit their concern to the next level of authority, the Director of Student Affairs for a

The , within five (5) working days of the Second Stage Appeal, will review and decide the matter, and will communicate the College accommodation decision to the student in writing.

3.5 If the student is not satisfied with the decision of the Director, the student may appeal to the Vice President Student Experience or his or her designate. The student shall submit a completed Request for form (see link below) and all supporting documentation to the Office of the Vice President Student Experience within ten (10) working days of receiving the Director's written decision. The student Request for form is available through the Student Services Department, from all School administration offices, and online.