



Operational Policies and Procedures

Division: Students	Topic: Accessibility
Policy No. S004	Effective: July 2016
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1. Focus on Accessibility

Academy Canada is committed to providing a quality education to all students regardless of age, gender and ability. As indicated in the Mission Statement of Academy Canada,

It is the mission of Academy Canada to provide quality education and training to all of its students in a learning environment that is both supportive of the needs of the whole student and academically sound in both content and delivery.”

The college is committed to making good faith efforts to reach individuals with disabilities, women and minorities with information about our programs, particularly in career fields where women or minorities are not currently well represented.

2. Accommodations for Students with Disabilities

2.1 Students with documented disabilities may request accommodations. These accommodations would be coordinated by campus administration in conjunction with the classroom instructor; however, it is the student's responsibility to make their requirements known to campus staff (Admissions, Campus Administration, and the Student's Instructor), and provide supporting documentation so that all reasonable arrangements can be made. Students must recognize that Academy Canada staff cannot eliminate or reduce course content.

2.2 A student may disclose a disability at any point in their program, however, Academy Canada cannot guarantee immediate accommodations once a course is underway. Academy Canada will make every effort to implement appropriate accommodations as soon as possible, however, some accommodations take time to plan and implement and therefore could be delayed. Academy Canada recommends that students disclosing disabilities as early as possible to avoid delays in implementing accommodations.

See Appendix B - Accommodating Students with Diagnosed Learning Disabilities.