

## Accommodation Policy

### Policy Statement

This policy provides information about the application and consideration process for **Students** seeking accommodation in their program.

#### 1. Definitions

- 1.1. “**Student**” is any individual who purchases, uses or partakes of any products or services offered by CPLED, regardless of the format in which such products and services are delivered.

#### 2. Authority and Application of Policy

- 2.1. This policy applies to all CPLED **Students** except where otherwise specified, in which case the policy will be applicable only to **Students** of the indicated program.
- 2.2. **Students** agree to abide by this policy pursuant to the academic integrity statement which all **Students** signed upon entry to their program.
- 2.3. This policy applies to both the in-person and virtual environments.

#### 3. Duty to Accommodate

- 3.1. CPLED strives to ensure its programs are accessible and barrier free to all **Students** but is aware that some **Students** may experience barriers to full participation in our programs.
- 3.2. **Students** who experience barriers to full participation because of a characteristic protected under applicable Human Rights legislation are entitled to accommodation.
- 3.3. CPLED will work with **Students** to facilitate accommodation that most effectively reduces or eliminates unintended barriers in accordance with CPLED’s obligations under applicable Human Rights law.
- 3.4. CPLED will provide reasonable accommodation to **Students** whose Applications for Accommodation are approved under this policy.

#### 4. Reasonable Accommodation

- 4.1. CPLED may occasionally need to adjust rules, policies, or practices to enable the full participation of every **Student**.
- 4.2. The purpose of accommodation is to preserve fairness for all **Students**.
- 4.3. The granting of accommodation is dependent on the ability to maintain the integrity, security and standards of CPLED’s programs.

4.4. The granting of accommodation does not relieve a **Student** of their responsibility to develop the essential competencies expected of all **Students**, meeting all program requirements or from attending and participating in all phases of their program.

4.5. CPLED will provide reasonable accommodation for any **Student** who:

- a. provides sufficient information regarding their accommodation needs based on a protected ground pursuant to applicable Human Rights law, and
- b. provides CPLED reasonable notice of their request for accommodation.

## 5. Confidentiality

5.1. CPLED encourages **Students** to self-identify individual needs, however it is a **Student's** decision as to whether they will request accommodation.

5.2. If a **Student** requests accommodation, CPLED will keep their information strictly confidential. Information will be used and disclosed solely for the purposes of considering or administering the accommodation.

## 6. Application for Accommodation

6.1. The accommodation process is collaborative and the responsibility to facilitate reasonable accommodation is shared by CPLED and the **Student**.

6.2. Accommodation requests are to be initiated by way of an [Application for Accommodation](#).

6.3. CPLED provides an Application for Accommodation form that **Students** are to submit to initiate the accommodation process. At the sole discretion of CPLED, other forms may be accepted but must provide sufficient information for the accommodation request to be considered.

6.4. CPLED reserves the right to request more information at any time during the accommodation process or while the accommodation remains in place.

## 7. Review of Accommodation

7.1. Upon receipt, accommodation applications and supporting documentation will be reviewed by CPLED. If necessary, CPLED may request additional information from the **Student**.

7.2. Once CPLED has all the information needed to consider an application, a decision will be issued to the **Student**.

## 8. Implementation of Accommodation

8.1. If a **Student's** application is granted, CPLED will work with the **Student** to develop and implement an accommodation strategy as soon as is practical under the circumstances.

**8.2.** Once the accommodation strategy is finalized it will be disclosed to CPLED staff and contractors to the degree necessary to implement the accommodation strategy.

**8.3.** A **Student's** program schedule may change to facilitate their accommodation.

**9. Right of Appeal**

**9.1.** Pursuant to the [PREP Reconsideration and Appeal Policy](#), **Students** have the right to appeal an assessment result based on the grounds of failure to accommodate.