

## 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, but it is sensitive to the fact that its programs may present unintended challenges for some **Students**.

3.2. CPLED may occasionally need to adjust rules, policies, or practices to enable the full participation of every **Student**.

3.3. Such needs will be met by way of an [Application for Accommodation](#) based on protected grounds pursuant to any applicable Human Rights legislation.

3.4. The purpose of accommodation is to preserve fairness for all **Students**.

#### 4. Reasonable Accommodation

4.1. CPLED acknowledges that the current law requires it to provide accommodation to the point of undue hardship.

4.2. CPLED will provide reasonable accommodation for any **Student** who has given CPLED reasonable notice of and sufficient information supporting the grounds for the accommodation.

4.3. 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.

4.4. The granting of accommodation is dependent on the ability to maintain the integrity, security and standards of CPLED’s programs.

## 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. Applying for Accommodation

6.1. A **Student** may apply for accommodation at any time during their program but must submit their application with sufficient time for it to be considered and implemented.

6.2. A **Student** seeking accommodation must complete the [Application for Accommodation](#) and provide supporting evidence for the accommodation.

## 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.

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.

## Appendix

<b>Policy Name</b>	Accommodation Policy
<b>Effective Date</b>	2020-07-17
<b>Reviewed or Revised Date</b>	Revised 2021-12-01
<b>Authorizer</b>	Dr. Kara Mitchelmore, Chief Executive Officer, CPLED
<b>Related Documents</b>	<a href="#">Application for Accommodation</a>