



Canadian Career Education College

99 Sante Dr. Unit A, Vaughan, Ontario, L4K3C4
T- 905-499-3631 Email: services@ccecollege.com

Accessible Education

What is Academic Accommodation?

Academic accommodation consists of arrangements that allow a student with a disability a fair opportunity to engage in academic activities and fulfill essential course and program requirements.

Accommodation does not remove essential requirements of a course or program. It does not fundamentally alter content of exams, standards for assigning grades, or requirements that students independently demonstrate their knowledge of course material.

The following are examples of potential accommodations:

- Access to alternative format textbooks (e.g., electronic, Braille)
- Access to accessible versions of PowerPoint slides and other documents on course websites
- Use of sign-language interpreters in class
- Use of an FM system in class
- Permission to tape record lectures
- Writing exams in a quiet location
- Use of extra time when writing exams
- Use of assistive technology when writing exams (e.g., a computer equipped with specialized software)
- Use of an assistant in labs

An accommodation is a response to unique challenges that a student faces given his or her disability and particular program requirements. Because of the individualized nature of accommodation, students and prospective students are encouraged to contact college administration to obtain information about specific accommodations and services that may be available to them.

How to Request for Accommodation?

Students who are not enrolled yet or started the classes, must contact and inform the college admissions staff to discuss all possible options prior to accepting the admission and starting the



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course/program. Please send your email with your specific conditions or requirements. Please also 3 to 5 business days for a proper reply.

If you are a student who is enrolled in the program and have started the course/program in any format on **main campus in Vaughan, Ontario**, please contact us directly to assess and arrange your accommodation per our policy. [Email](#) –

Call: 905-499-3631 EXT 240

Policy and Procedures:

1. Please note that students who have begun the course/program in any format must use the “Specific information documentation requirements” Section below for each of the “disability categories”:
2. Prospective students are encouraged to meet with one of our counsellors to find out the types of accommodation that we would recommend for them before making their final decision about attending the College. To provide this information, we would need documentation concerning the individual’s disability.
3. Student Exam Accommodation Procedures:

In order to get assessed and receive “Accommodated Exam(s)”, or Accessibility Services, it is student’s responsibility to:

- a) Understand fully that the student may be prohibited from writing exams with if they commit a scholastic offence or violate my **Code of Student Conduct**.
- b) Apply on a form for each non-final or final quiz, test, or exam that they intend to write with Accommodated Exam **no later than 15 days before the date of the exam-assessment**.
- c) Understand that if student fail to meet the above listed deadlines or procedures, student will be unable to receive accommodation.
- d) Submit any changes to the exam date, time, and/or cancellations to Accommodate Admin Office via email with the required form.
- e) If student wish to cancel the exam, please use this link for our exam policy and procedures.

Specific information documentation requirements

Specific information about documentation requirements must be presented to the college administration via email for each of the following disability categories: (The college administration may not consider requests, if the following policy and procedures is not adopted by the student)



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Learning Disabilities

Students with learning disabilities must provide a current psycho-educational assessment report completed by a registered psychologist or psychological associate. Generally, a current assessment would be no more than three years old. Documentation that is older than three years will be evaluated on an individual basis. For example, older reports based on comprehensive assessments that individuals underwent at 18 years of age or older may provide a sufficiently informative basis for arranging accommodation.

Attention Deficit/Hyperactivity Disorder (ADHD)

Documentation of ADHD may be provided by a registered psychologist or psychological associate, psychiatrist or relevantly trained physician. A current and comprehensive psycho-educational assessment report typically is the most informative documentation for supporting academic accommodation and learning skills development.

Documentation of ADHD must include:

1.
 1. A current diagnosis of adult ADHD.
 2. Description of functional implications of the individual's ADHD and evidence that the disorder is disabling in a university setting.
 3. Information about co-existing conditions that also may affect academic performance, such as anxiety, depression, specific learning disabilities and addictions.
2. Accommodation Request form for ADHD

Mental Health/Psychiatric Disabilities

Documentation of mental health or psychiatric disabilities must be prepared by a registered psychologist or psychological associate, psychiatrist, or relevantly trained physician. Documentation must describe symptoms and difficulties that a student currently is experiencing. The documentation should include a description of the degree of impairment and the rationale for any accommodations that are suggested. A description of current treatment, such as medication or psychotherapy, and their implications for accommodation also should be provided.



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Please note that documentation of test anxiety in and of itself is insufficient to arrange academic accommodation.

1. Accommodation Request form for Mental Health

Sensory, Physical and Medical Disabilities

Documentation of hearing, vision, mobility and medical disabilities should be completed by the treating physician or a physician who is most familiar with a student's disability. Students are asked to have physicians complete Accessible Education's Documentation of Physical Disability Form. Alternatively, letters or reports may be acceptable.

Documentation should include a diagnostic statement, a summary of presenting symptoms, a description of how the student's illness or disability may affect them in an academic setting, the expected progress or stability of the condition, and situations that may worsen the condition.

Documentation from other health practitioners such as physiotherapists, occupational therapists and chiropractors often is useful in determining the most appropriate accommodations and services for a student. This documentation must be accompanied by diagnostic information from a physician or medical team representative.

Accommodation Request form for Sensory.

Important note:

Please note that the college does not have in house physicians or specialist or trained staff to assess any specific medical condition concerning students' accommodation need(s).

The college administration can make such decision on a report or attestations from the designated licensed professional.

It is the applicant's responsibility to arrange reports and follow our policy and procedures to receive a time response/decision and accommodation.