



ALBERTA BIBLE COLLEGE
EST 1932

Academic Accommodation Policy

Date Approved: June 11, 2020	Status: Active
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Preamble

The diversity of students at Alberta Bible College is a wonderful reality that adds to the richness of our community. Guided by the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, ABC seeks to create a supportive learning environment where all students with their unique needs, abilities, and cultures are equipped for effective service and witness for Christ.

Provincial Law

The Alberta Human Rights Act legislates that no educational institution can discriminate on the basis of: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. These are referred to as “protected grounds.”

Policy

Some ABC students may require academic accommodations to complete their programs. An academic accommodation is a reasonable measure that ABC provides to ensure that all students have equal access to an ABC education. In general, ABC has what is referred to as a “duty to accommodate.” That is, ABC is required to provide a reasonable accommodation to students unless doing so would create an “undue hardship” on the college (e.g., financial cost to the institution, significant disruption of operations, health and safety concerns, substantial interference with the rights of other individuals or groups, or bona fide educational requirements). Undue hardship is difficult to demonstrate from a legal perspective.

Procedure

Ideally, incoming students should submit a Student Request for Academic Accommodation to the Student Development department (studentdevelopment@abccampus.ca) prior to beginning their studies at ABC. Students identify which protected ground is applicable to their accommodation and, if applicable, provide documentation of their disabilities from a medical professional. All information will be collected and stored according to ABC’s Privacy Policy. All documentation related to academic accommodations will be filed in the Academic Dean’s locked file cabinet.



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Early communication allows effective coordination with the Academic Dean to create a reasonable accommodation plan. This will result in the Academic Dean writing a Letter of Accommodation, which is communicated to the student, the student's instructors, the Student Development department, and any other appropriate parties on a need-to-know basis with the student's consent. These parties will sign the letter to communicate awareness of, and compliance with, the accommodation plan. Appeals to the Letter of Accommodation may be made to the President of ABC within seven days. Changes to the student's condition or circumstances may require updates to the Letter of Accommodation. The student initiates this process again by contacting the Student Development department.

ABC students may request accommodations at any point of their education. However, more significant requests may require more time for ABC to provide a reasonable accommodation. Enrollment staff are also available to assist students in applying for additional funding for educational supports.

Sources and Resources

1. Alberta Human Rights Act (https://www.qp.alberta.ca/1266.cfm?page=A25P5.cfm&leg_type=Acts&isbncln=9780779744060)
2. Alberta Human Rights Commission (Education: What You Need to Know) (<https://www.albertahumanrights.ab.ca/services/Pages/education.aspx>)
3. Alberta Human Rights Commission (Duty to Accommodate Students with Disabilities in Post-Secondary Educational Institutions) (https://www.albertahumanrights.ab.ca/publications/bulletins_sheets_booklets/bulletins/Pages/duty_to_accommodate_students.aspx)
4. Canadian Charter of Rights and Freedoms (<https://laws-lois.justice.gc.ca/eng/Const/page-15.html>)
5. Ambrose University Accessibility Services (<https://ambrose.edu/accessibility>)
6. University of Calgary, Student Accommodation Policy (<https://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>)
7. University of Calgary, Procedure for Accommodation for Students with Disabilities (https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities_0.pdf)
8. University of Calgary, Student Request for Accommodation Form (http://wcm.ucalgary.ca/access/files/access/registration-and-consent_sas2.pdf)
9. University of Calgary, Frequently Asked Questions re: Student Accommodation Policy (https://www.ucalgary.ca/policies/files/policies/faqs-student-accommodation-policy_0.pdf)
10. Association of Bible Higher Education, Standard 8, Essential Element 3 (https://www.abhe.org/wp-content/uploads/2020/04/2020.COA_Manual.pdf)



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Related Policies/Forms

1. ABC Privacy Policy
2. Student Request for Academic Accommodation Form

Policy History

Date	Author/ Revisor's Name	Key Changes	Approved By
June 11, 2020	Cory Pytlarz (Student Development Dean)	First draft of policy	President's Cabinet
December 9, 2025	Cory Pytlarz (Academic Dean)	• Updated logo • Renaming policy from "Policy on Student Accommodation" to "Academic Accommodation Policy" • Adding policy status bar • Renaming "Student Request for Accommodation Form" to "Student Request for Academic Accommodation Form" • Changing "student accommodation" to "academic accommodation" throughout policy • Standardizing capitalization of staff titles and departments • Changing location of filed documentation from student's general file in main office to Academic Dean's file cabinet • Renaming "Acknowledgements/See also" section to "Sources and Resources"	President's Cabinet



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*Preparing believers for the sake of the kingdom of God in whatever social and cultural context
God leads them locally and globally.*

Date Received: _____

Student Request for Academic Accommodation Registration/Consent for Service

Student Information

Legal Name:	
ABC Student ID #:	Address:
Phone:	Email:

Academic Information

Program (check all that apply): ☐ College ☐ PACE ☐ PACE@Home	Name of degree/diploma/certificate pursuing (if applicable):
Student status (check all that apply): ☐ Full-time ☐ Part-time ☐ Unclassified	What year of your ABC studies are you in?
Anticipated date of graduation:	Last secondary or post-secondary school attended (please include date of graduation/departure):



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Protected Grounds

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Protected grounds applicable to your requested accommodation (choose one or more from the above list):	Name of disability / Nature of limitation (if applicable):
Date of diagnosis (if applicable):	Documentation available? (if applicable) ☐ Yes ☐ No
Academic accommodations you have used previously:	Adaptive technology you have used previously:

Accommodation Details

Tell us about why you are seeking an academic accommodation.



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Tell us how ABC can help you to be successful in your academic pursuits.

Consent

1. All information in your file is confidential and will be shared only between ABC staff and faculty as necessary to reasonably satisfy your accommodation request. However, limits to confidentiality include if you are at risk of harm to yourself or others or if you disclose information that a minor is at risk of abuse or neglect. Your file may be subpoenaed by a court of law.
2. If it is necessary to release information to parties outside of Alberta Bible College, release and/or disclosure of information will only be given with your written consent.
3. If you require ongoing support services from Alberta Bible College, it is your responsibility to contact studentdevelopment@abccampus.ca well in advance of the service required.
4. Your registration via this form is necessary in order to access accommodations and/or supportive services. You may decide to discontinue your registration at any time.

Student's signature: _____ **Date:** _____

Consent reviewed with: _____ (ABC staff person's signature)

Permission To Speak To:

I give permission for Alberta Bible College staff to speak with _____, my
_____ about my accommodations and/or support services.
(parent, guardian, spouse, etc.)

Student's signature: _____ **Date:** _____