

5.2.2 – Reasonable Accommodations Policy

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Approval Authority:	President and CEO		

Policy Statement

Carlton Trail College is committed to a learning environment that is free from discrimination and ensures equitable access to educational opportunities. The College values diversity and inclusion by actively removing barriers to participation for underrepresented groups.

Purpose

Carlton Trail College is committed to removing barriers to learning while preserving academic integrity, and promoting dignity, individualization, and respect. The College will work to provide reasonable accommodations, to the point of undue hardship, in alignment with the prohibited grounds identified in *The Saskatchewan Human Rights Code, 2018*. Accommodation processes will be responsive to individual circumstances and developed collaboratively between the individual and the College.

Scope

This policy applies to Carlton Trail College students and applicants for admission to Carlton Trail College academic programs.

Guiding Principles

Carlton Trail College recognizes that creating and sustaining an inclusive learning and working environment is a shared responsibility. Every member of our community contributes to supporting reasonable accommodations within institutional practices, processes, and services.

The College affirms the right of students to a learning environment free from discrimination and is committed to fulfilling its legal obligations as a post-secondary institution. We are dedicated to advancing equity, diversity, inclusion, and reconciliation across all areas of our institution.

An inclusive learning environment benefits and enriches the entire College community. All members share responsibility for building and maintaining respectful relationships. Carlton Trail College is committed to identifying and removing barriers to participation for underrepresented groups while maintaining academic standards and ensuring a learning environment that is responsive to student needs.

Policy

1. Carlton Trail College aims to increase representation within its learning community.
2. Carlton Trail College will meet its legal duty to accommodate through the provision of reasonable accommodation, to the point of undue hardship, for those who are disadvantaged by educational standards,

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policies, or practices, based on any of the prohibited grounds as identified in *The Saskatchewan Human Rights Code, 2018*.

3. Carlton Trail College will educate its learning community regarding:
 - a. the legal duty to accommodate,
 - b. the benefits of fostering a learning environment where discrimination is reduced by accommodating, to the point of undue hardship, the work and study needs of individuals who might otherwise be unable to fully access learning opportunities, and
 - c. responsibilities in upholding this Policy and its related Procedures.

Definitions

Discrimination: Discrimination is any act, behavior, or practice, which may be intentional or unintentional, that has the purpose or effect of imposing burdens, obligations, disadvantages, or preferences on a person or class of persons based on any of the prohibited grounds set out in *The Saskatchewan Human Rights Code, 2018*.

Duty to Accommodate: The duty to accommodate refers to Carlton Trail College's legal obligation in certain circumstances to address or correct situations involving discrimination by reasonably varying educational or employment rules, standards, policies, or practices, to ensure individuals or groups protected under *The Saskatchewan Human Rights Code, 2018*, are provided equal educational and employment opportunities. The duty to accommodate is part of Carlton Trail College's larger legal duty not to discriminate.

Prohibited Grounds: The prohibited grounds of discrimination, as listed in *The Saskatchewan Human Rights Code, 2018*, are: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity.

Undue Hardship: The duty to accommodate extends only to the point of undue hardship. Decisions regarding undue hardship shall be made at the institutional level and will be institutional decisions.

Applicable Legislation or Regulations

The Health Information Protection Act (HIPA)

The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)

Personal Information Protection and Electronic Documents Act (PIPEDA)

The Saskatchewan Human Rights Code, 2018

The Saskatchewan Employment Act

Student Procedures

Roles and Responsibilities

The process for establishing reasonable accommodation is a collaboration between the individual and the institution. The Reasonable Accommodations Policy acknowledges that each person has a role to play in supporting reasonable accommodations within the institutional practices, processes, and services provided to students. Reasonable accommodations shall be guided by these Procedures, the Reasonable Accommodation Policy, the *Saskatchewan Human Rights Code, 2018*, and the duty to accommodate. Reasonable accommodations are determined by Student Advisors based on the unique circumstances of the individual in the context of the applicable academic program.

Carlton Trail College students or applicants for admission to an academic program requesting reasonable accommodation are responsible for the following:

- a. Ensuring Carlton Trail College is aware of their request for accommodation by self-declaring the applicable

ground(s)/status(es) that the applicant wishes to be known in their application. Students/applicants may be required to verify the declared ground(s)/status(es) with Student Services.

- b. Providing reasonable notice of the requirement for accommodation by completing and submitting the Request for Accommodation form.
- c. Providing sufficient relevant documentation or access to relevant documentation, including medical reports or other materials, to verify the requirements for accommodation and to identify the specific accommodation needs. Please note that students are only required to disclose their accommodation needs, not a specific diagnosis.
- d. Collaborating in the search for and implementation of reasonable accommodation. This includes, but is not limited to, meeting with a Student Advisor, following the internal processes, and discussing approved accommodation(s) with Instructors.
- e. Accepting an offer of reasonable accommodation when it effectively removes the negative impact of the educational rule, standard, policy, or practice in question.
- f. Adhering to the approved accommodation letter provided.
- g. Providing notice to the Student Advisor of any changes in personal circumstances that remove the need for accommodation or require a variation to the approved accommodation.

Carlton Trail College Program Coordinators are responsible for the following:

- a. Referring individuals requesting reasonable accommodation to Student Services.
- b. Collaborating with Student Services to ensure individuals' accommodations provide for equitable opportunity without changing academic requirements or standards.
- c. Respecting the student's right to withhold disclosure of a specific diagnosis and maintain strict confidentiality if accommodation needs or information is disclosed.
- d. Collaborating with the individual requesting accommodation and the appropriate Student Advisor in the search for and implementation of reasonable accommodations, including following internal processes. In cases where there is training outside of Carlton Trail College (e.g., clinical placements, practicums, etc.), facilitate a meeting with the student and Student Advisor well in advance to ensure reasonable accommodations are in place prior to commencement of the training.
- e. Ensuring Instructors (including contract Instructors) are provided the accommodation confirmation letter for all accommodated students in their courses and thoroughly understand their responsibilities in the reasonable accommodation process.
- f. Supporting and ensuring the implementation of reasonable accommodations by Instructors within their programs in a timely manner.
- g. Working towards the improvement and optimization of teaching and learning. This will include encouraging Instructors to work towards providing various means of engagement, representation, action, and expression, as appropriate and where reasonable.

Carlton Trail College Instructors (including contracted Instructors) are responsible for the following:

- a. Referring individuals requesting reasonable accommodations to Student Services.
- b. Encouraging students who may require accommodations to meet with a Student Advisor for support and guidance.
- c. Respecting the student's right to withhold disclosure of a specific diagnosis and maintain strict confidentiality if accommodation needs or information is disclosed.
- d. Collaborating with the student individual requesting accommodation and other staff as applicable to implement approved accommodations, including discussing accommodations with the student and following the internal accommodation processes. In cases where training outside of Carlton Trail College (e.g., clinical placements, practicums, work-integrated learning, etc.) is a part of the instructional role, collaborating with all involved to ensure advanced planning of reasonable accommodations while off-site.

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- e. Reviewing and understanding their responsibilities in the accommodation process and acknowledging and implementing approved accommodations as outlined in the accommodation letters for all students in their courses.
- f. Referring questions and/or concerns about implementation of reasonable accommodations to the Program Coordinator. Should there be additional questions and/or concerns, programming staff are encouraged to reach out to the Student Supports and Engagement Manager.
- g. Working towards providing various means of engagement, representation, action, and expression, as appropriate and where reasonable.

Carlton Trail College Student Advisors are responsible for the following:

- a. Assisting applicants to an academic program with reasonable accommodations, and verifying supporting documentation, as needed.
- b. Meeting with applicants and students to assist with accessing and applying for reasonable accommodations by completing the Request for Accommodation Form.
- c. Requesting from the individual seeking accommodation, sufficient relevant documentation or access to relevant documentation, including medical reports or other materials, to verify the requirement for accommodation and identify the specific accommodation needs.
- d. Meeting and communicating with the students requesting accommodations to review their documentation and request further documentation, as required.
- e. Ensuring any medical reports and documentation obtained are managed in a strictly confidential manner, used only for the purpose of the accommodation request, and maintained in accordance with the requirements of the applicable privacy legislation.
- f. Exploring accommodation options, developing a plan for providing reasonable accommodation based on the relevant documentation, and coordinating the implementation of the approved plan once the confirmation letter has been distributed.
- g. Keeping appropriate records pertaining to requests for and implementation of accommodations.
- h. Referring requests for reasonable accommodation to their supervisor, where additional discussion and guidance would be productive. Should the program or matter require additional support, the Manager(s) will collaborate with Director(s) where appropriate.
- i. Providing education and awareness about Accessibility Services information and initiatives. Student Advisors will take an active role in facilitating educational sessions, self-serve resources, and one-on-one support for Instructors, Program Coordinators, and the larger Carlton Trail College community.
- j. Collaborating with the individual requesting accommodation, the program, Instructor(s), and the Manager(s) in the search for and implementation of reasonable accommodations by following the internal processes.

Carlton Trail College Student Supports and Engagement Manager (SSEM) is responsible for the following:

- a. Developing, maintaining, and adapting the internal processes of Accessibility Services.
- b. Approving requests for accommodations and completing and distributing confirmation letters to Program Coordinators.
- c. Approving requests for interim accommodations, where appropriate, while students are in the process of providing documentation based on history and/or indicators supplied to the Student Advisor. All interim accommodations will list a date of expiry on the accommodation letter.
- d. Collaborating with Student Advisors, Program Coordinators, and students when reasonable accommodations appear to create undue hardship. Should the matter require additional support or resources, the Student Supports and Engagement Manager will collaborate with the ABE and Student Services Director or Business and Skills Training Director, where appropriate.
- e. Championing and representing Accessibility Services to the Executive Team at Carlton Trail College. Ensuring that Accessibility Services has a voice at the institution, providing education and awareness about

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Accessibility Services information and initiatives.

- f. Taking a lead role in facilitating educational sessions, reviewing self-serve resources, and one-on-one support for Program Coordinators, Managers, and the larger Carlton Trail College community, as it relates to Accessibility.