



Canadian College of **MASSAGE** and Hydrotherapy

STUDENTS WITH DISABILITIES ACCOMMODATION POLICY

The Canadian College of Massage & Hydrotherapy (CCMH) is a private Post-Secondary Educational Institution. Unlike Public Post-Secondary Educational Institutions, CCMH does not receive any support in the form of public funding to facilitate the College's efforts to accommodate students with disabilities.

For the purposes of this policy, we define students with a disability as a person requiring extraordinary support, either human or in terms of special resources and/or equipment, beyond what the typical student would require or be eligible for.

Please Note: This policy is separate from CCMH's Accessible Customer Service Policies, Practices and Procedures document which governs how the organization and its representatives are expected to treat customers with disabilities. Additionally, all students admitted to CCMH shall be equally responsible for following any other policies, rules and/or regulations with respect to student participation, conduct and behaviour.

Accommodations for students with Learning or Cognitive Disabilities

The College will only consider providing an accommodation for student applicants with learning or cognitive disabilities if the student applicant provides the College, at the time of Admissions, a Psycho-Educational Assessment which meets the following criteria:

- Is conducted by a Psychologist registered with the College of Psychologists of Ontario www.cpo.on.ca; and
- Was conducted within the last 5 years prior to applying for admission to CCMH; and
- Clearly articulates the need for the student applicant to receive additional time and/or a separate space in which to complete course examinations.

In addition to a valid Psycho-Educational Assessment that meets the requirements outlined above, the student applicant must complete and sign the Request for Accommodation Form.

As clearly outlined in the Request for Accommodation Form, the only accommodations that will be considered for applicants with learning or cognitive disabilities are:

- The provision of extended time to complete course examinations (quizzes, mid-terms and final exams). Up to a maximum of 50% additional time will be allotted (example - allotted exam time of 1 hour; accommodation would be for an additional ½ an hour for a total of 1.5 hours allotted)
- A separate and private space to complete the examination for all mid-terms and final exams (optional for quizzes).

Accommodations for students with Visual, Hearing or Physical Disabilities

The College will only consider providing an accommodation for student applicants with visual, hearing or physical disabilities if the student applicant provides the College, at the time of Admission, a medical report from an appropriate medical practitioner licensed with the College of Physicians and Surgeons of Ontario. www.cpsso.on.ca

In addition to the medical report, the student applicant must complete and sign the Request for Accommodation Form found at the end of this document.

As clearly outlined in the Request for Accommodation Form, the only accommodations that will be considered for student applicants with visual, hearing or physical disabilities that meet the requirements outlined above are:

- To be permitted to be accompanied by a support person, who is approved by the College, (which the student must personally retain and assume any financial responsibility for), to be present with the student applicant throughout the program as needed.
- To be permitted the use of specialized equipment and resources (such as a service animal which meets the guidelines set forth in the Accessibility for Ontarians with Disabilities act), (which the student must personally acquire and

assume financial responsibility for), as needed to support the student applicant throughout the program.

- To be utilized as often as reasonably possible as “the body” for practical classes (this accommodation is applicable only to those student applicants with visual disabilities).
- The provision of extended time to complete course examinations (quizzes, mid-terms and final exams). Up to a maximum of 50% additional time will be allotted (example - allotted exam time of 1 hour; accommodation would be for an additional ½ an hour for a total of 1.5 hours allotted).
- A separate and private space to complete the examination for all mid-terms and final exams (optional for quizzes).
- Communication and learning materials in an appropriate alternative format, as agreed upon by both parties, and where an undue hardship is not created on CCMH.

Additional Criteria

Although CCMH will endeavor to support students with disabilities with appropriate accommodations, in order to minimize administrative and instructional impact, the following additional criteria applies:

- Requests for accommodation will only be considered during the admissions process. At no time will the College consider accommodation requests once the student has begun their program of study at CCMH.
- Any accommodation(s) granted to a student applicant during the admissions process are final and will remain in place through their program of study.
- Requests during the program for additional accommodations will not be considered.
- Students can choose to withdraw their request for accommodation at any time throughout their program of study; however, once they have withdrawn their request it will not be reinstated.