



SOUTHWEST FIRE ACADEMY

POLICY-600-004
Rev.002

POLICY

SECTION: 600 - Procedures

TITLE: Student Accessibility & Accommodation Policy

Date Approved:
August 7, 2015

Revision Dates:
July 2, 2025

Subject:

Policy Intent and Application

Scope:

This Policy applies to all employee's and students of the Southwest Fire Academy

Purpose:

Southwest Fire Academy (SFA) is committed to creating an inclusive learning environment that provides **equitable access** to education for all students, including those with disabilities. This policy outlines the rights of students with disabilities and the procedures for requesting and receiving accommodations in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act (AODA), 2005**.

Principles:

- Respect for dignity
- Individualization of accommodations
- Inclusion and full participation
- Freedom from discrimination
- Confidentiality and privacy

Procedures:

Access to Programs and Services

Students with disabilities have equal access to all SFA programs, services, and activities. No limits shall be placed on the number of students with disabilities admitted to programs unless undue hardship can be demonstrated in accordance with OHRC guidelines.

Students must meet the program's admission and selection criteria but will be provided with reasonable accommodations during the admissions process where needed.

Students with disabilities are not required to provide more evidence of capability than other applicants.

Admission decisions shall be based on a student's **current functional abilities**, not on anticipated future deterioration.

All accommodations are determined on an **individual basis** and documented in an **accommodation plan**.

Students who require a **support person, service animal, or assistive device** are welcome to bring them to campus or class, except where excluded by law. If excluded, SFA will provide **alternative arrangements**.

Once accepted, students with disabilities are considered capable of completing the program's **essential requirements** with reasonable accommodation.

Requesting Accommodation

Students requiring academic or non-academic accommodations should contact the Registrar or Director of Academic Operations as early as possible.

Students will be asked to provide **relevant and current** medical or psychological documentation to support their request for accommodation. In general, documentation should be **dated within the past 12 months**. All documentation is kept **strictly confidential** and is used solely for the purpose of accommodation planning.

Accommodation plans are developed in collaboration with the student and shared only with faculty or staff on a **need-to-know basis** to implement the supports.

Academic Accommodation

Academic accommodations are intended to remove barriers to learning and ensure students with disabilities can meet the **essential requirements** of their program without compromising learning outcomes.

Reasonable accommodations may include:

- Extra time on tests or assignments
- Alternate formats for course materials
- Use of assistive technology
- Note-taking or interpreting support

Where required, and with approval from the Director of Academic Operations, course modifications or substitutions may be made, provided that program learning outcomes are still met.

Accommodations are **not retroactive**, and students are encouraged to initiate requests as early as possible in their program.

Access to Information

Information about disability services, accommodation processes, and supports are available upon request, this information will be provided in **accessible formats**.

The **Offer of Admission** package will include a statement encouraging students to self-identify and request accommodations if needed.

Training and Compliance

SFA staff and instructors receive ongoing training in:

- The AODA and Human Rights Code
- Supporting accessible learning environments
- Responding to accommodation requests

All SFA policies will reflect AODA principles and prioritize **universal design** wherever possible.

Certification and Testing

All students who complete the required training program will be eligible to complete Ontario Fire Marshal certification testing, with accommodations where required and appropriate.

A standard fee schedule applies to all students. Testing fees are consistent regardless of whether accommodations are used.

Review of Policy

This policy will be reviewed every **three (3) years**, or sooner if required due to legislative changes.

References:

1. Section 21 Guidance Notes
2. Ministry of Colleges and Universities
3. Ontarians with Disabilities Act