# Disability Policies and Procedures

## DISABILITY ACCOMMODATION POLICY

Hult International Business School is committed to providing equal access to its educational opportunities, programs and activities. In compliance with Section 504 of the Rehabilitation Act and Section III of the Americans with Disabilities Act, Hult will provide reasonable accommodations to students with disabilities. A reasonable accommodation is a modification or adjustment to a course, program, or activity that enables a qualified student with a disability to obtain equal access.

Note that accommodations are approved on a case-by-case basis.

## PROCEDURES FOR REQUESTING ACCOMMODATIONS

**A. Self-Reporting and Request for Accommodation**
Students must self-report to begin the process of requesting an accommodation by submitting the Disability Accommodation Request within the first month of classes. If the disability occurs during the program, the student must apply as soon as possible.

This Disability Service Request can be found: https://hult.formstack.com/forms/disabilty_service_request

The student must state his/her disability, the impact of the disability on his/her access to the Hult programs, and an explanation of the purpose of that accommodation as it relates to Hult's programs or activities.

Students are responsible for submitting this documentation to the relevant disability coordinator in the Dean's Office.

**IMPORTANT TIMING NOTE:** Students who have requested and been granted testing accommodations must schedule the accommodation no later than 14 days in advance of the date of the exam or quiz.

**B. Documentation**
Individuals requesting accommodations must provide documentation of disabilities and the need for accommodations.

1. Documentation must reflect the current nature of the disability.

2. Documentation must be completed by an appropriate licensed health care professional, who has direct knowledge of the student and his/her disability. For example, documentation for a visual impairment would be completed by an ophthalmologist and documentation for a hearing impairment would be completed by an audiologist.

3. Documentation must be from a health care professional that includes the following information:
   a. Specific diagnosis, using direct language and avoiding such terms as "suggest" or "is indicative of."
   b. Date and method of diagnosis, including any test results and analysis, as well as current medical treatment, medications or technology used, and a brief chronological history of relevant services, surgeries or treatments

c. Copies of any relevant reports and/or tests.
d. An explanation of how the medical condition affects one or more major life activities.
e. The impact of the medical condition on access to education and/or Hult's programs or activities.

4. The health care professional must recommend accommodations and explain the connection between the disability, the requested accommodation, and the purpose of that accommodation as it relates to access to Hult's programs or activities.

5. The letter must include the following information about the health care professional.
a. The name, title, and professional credentials of the health care professional, including information about license or certification, as well as the area of specialization and state or province in which the individual practices, should be clearly stated in the documentation.
b. All letters or reports must be on letterhead, typed, dated, and bear the signature of the health care professional. Hult will return originals to students, if requested.

6. If documentation is inadequate in scope or content, or does not address the individual's current level of functioning and need for accommodations, an addendum or re-evaluation may be required.

Note that accommodation needs can change over time. A prior history of accommodations does not, in and of itself, warrant the provision of a similar accommodation.

**C. Meeting with Hult Staff**

The accommodation process is an interactive process. Hult expects that the student will provide necessary documentation and meet with the disability coordinator when requested to do so.

1. After a student provides the documentation, the disability coordinator on campus will review the data and determine whether the student is a qualified individual with a disability and whether the requested accommodation is reasonable and relates to the disability.

2. This will typically be the assistant or associate dean, facilities manager, or Operations Director.

3. The disability coordinator will schedule a time to discuss the requested accommodation with the student.

4. During the meeting, the disability coordinator may ask for additional documentation, if necessary. The disability coordinator and the student will discuss the requested accommodations. The disability coordinator may:
a. Inform the student that the documentation is sufficient and that Hult will provide the requested accommodation; or
b. Explain that the documentation is not sufficient, and additional information is required. The disability coordinator may ask the student to sign a waiver allowing the disability coordinator to speak with the student's health care provider; or
c. Explain that the documentation is sufficient, but that the requested accommodation is not reasonable. An accommodation that gives the student an unfair advantage over his or her classmates, causes an undue hardship to Hult, or that fundamentally alters the nature of a program is not reasonable, and Hult will not provide such an accommodation. The disability coordinator will discuss alternative, effective accommodations to provide the student with access to Hult's programs and activities, if appropriate.

**D. Determination**

1. The disability coordinator will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the student. This determination is based upon the documentation provided and legal guidelines. Alternative accommodations that provide equal access to the curriculum may be offered instead of the requested accommodation.

2. If a student believes that the reasonable accommodations required by law are not provided after documentation requirements have been met and university procedures have been complied with, an appeal may be made through the appeal process as outlined in the Student Handbook.

**E. Notification of Relevant Individuals**

If an accommodation is approved, the disability coordinator will write a letter granting the specific accommodation. This letter will not reveal any medical information about the student, or discuss the student's disability or diagnosis in any way. The student will be given a copy of this letter, and the disability coordinator is responsible for providing this documentation to any relevant professor or faculty member, or other appropriate individual.

## STUDENT RIGHTS & RESPONSIBILITIES

**Rights**

· To not be denied access due to a disability, pursuant to legal standards
· To receive reasonable accommodations that provide equal opportunity
· To not be counseled toward more restrictive career objectives
· To receive assistance in removing physical, academic and attitudinal barriers
· To not be discriminated or retaliated against due to a disability

**Responsibilities**

· To inform Hult of a disability, if requesting an accommodation
· To provide documentation of disability, if requesting an accommodation
· To follow the procedures outlined in the accommodation policy, and during the meeting with the disability coordinator, if requesting an accommodation
· To provide for personal independent living needs or other personal disability-related needs
· To follow all policies and procedures to receive accommodations
· To engage in an interactive process with Hult through the accommodation request process

## ACCOMMODATION REQUEST APPEAL

If a student/prospective student disagrees with a decision regarding an accommodation request made to the disability coordinator, he or she may appeal the decision to the 504 Coordinator or designee within 30 calendar days, using the following procedure:

The appeal must be in writing, stating the reason for the disagreement, and be submitted to the 504 Coordinator or designee listed below:

504 Coordinator:
Karen Van Dyne
Hult International Business School
1 Education Street
Cambridge, MA 02114
Karen.vandyne@hult.edu
617-619-1097

Pending the outcome of the appeal, the accommodations recommended by the department will be available. The 504 Coordinator will re-evaluate the decision, considering any additional information or statements supplied by the student/prospective student. It is the student's responsibility to provide all necessary documentation at his/her own expense in support of their appeal.

The 504 Coordinator may elect to use the assistance of the 504 Accommodations Committee. The 504 Accommodations Committee may consult with outside agencies, in the appeal process, taking care to provide confidentiality for the student/prospective student. The 504 Accommodations Committee will discuss its findings and make recommendations to the 504 Coordinator for appropriate action. The 504 Coordinator will make the final appeal decision. The student/prospective student will be notified of the final decision in writing within 30 calendar days after the appeal is filed.

By filing this appeal, the student/prospective student does not give up his/her right to pursue other appeal processes within the college or through outside regulatory agencies.

## DISABILITY DISCRIMINATION – GRIEVANCE POLICY

Any student enrolled in any Hult school who believes that she or he has been discriminated against on the basis of disability (including but not limited to alleged inaccessibility of a Hult program or activity, disparate treatment, discriminatory impact of any Hult policy, and disability harassment) may seek the assistance of the 504 Coordinator through the filing of a disability grievance under this process.

Grievances under this policy must be filed within 90 calendar days of the alleged act of discrimination. Hult may extend this time frame where a delay is due to circumstances beyond a student's control such as illness or incapacity.

The grievance must be in the form of a detailed written complaint sent to the

504 Coordinator,
Karen Van Dyne
1 Education St,
Cambridge MA 02141,
Karen.vandyne@hult.edu
617-619-1097.

The grievance should include the following:

1) A clear and concise statement of the problem or issues to be reviewed and a summary of steps taken, if any, by the student to resolve the problem or issues prior to the filing, if any.
2) A detailed description of the relevant facts, including the student's disability, names of persons with relevant information, and a description or copies of relevant documents or other evidence relevant to the grievance. A chronology of events is appreciated.
3) The name, contact information and signature of the person initiating the complaint. Electronic signatures are acceptable.

In response to a grievance, the 504 Coordinator may take some or all of the following steps: meeting in person with the student; contacting relevant individuals (such as faculty members or administrators) to discuss the events giving rise to the grievance; requesting additional documentation, if necessary; gathering other information through a fact finding process.

If the 504 Coordinator determines that a fact finding process is required, the student grievant will be informed. The 504 Coordinator will interview the student grievant and other witnesses as necessary, and will review documents and other evidence.

Best efforts will be made to complete the investigation with written results within 45 working days of receipt of the complaint. If there are circumstances that affect Hult's ability to reach fact witnesses and to review documents (e.g., school breaks, the availability of parties with information), the timeline may be extended.

At the conclusion of the fact finding process, a report of findings will be prepared and the grievant and respondent will be provided with findings and a summary of conclusions or recommendations made.

## CONFIDENTIALITY

Hult will strive to maintain the confidentiality of information shared throughout the grievance process. However, disclosures may be required for the purpose of fact finding or efforts to resolve the grievance. In the limited instances where disclosures must be made, disclosures will be limited to those persons necessary to proceed in the fact finding process or to otherwise address the grievance. All persons involved in the student grievance will be advised of the importance of confidentiality in the process and asked to maintain the confidentiality of the information discussed during the fact finding process and the identity of the grievant.

A grievant should understand that where a grievance is specifically directed against one or more specific individuals, the grievance itself or portions of the grievance will be disclosed to the accused individual(s) for purposes of response.

## PROHIBITION AGAINST RETALIATION

Consistent with applicable law, Hult prohibits retaliation against any person who requests accommodation, files a grievance alleging disability discrimination or participates in the grievance process. Any concerns about retaliation related to this process should be disclosed immediately to the 504 Coordinator.

Further, although students are encouraged to utilize Hult's process towards resolving disability related grievances, all students have a right to file a complaint directly with the U.S. Department of Education, Office of Civil Rights ("OCR"). Complaints with OCR must be filed within 180 calendar days of the alleged incident of discrimination. OCR's contact information is below:

Boston Office, Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921
Telephone: 617-289-0111
Fax: (617) 289-0150
TDD: 877-521-2172
Email: OCR.Boston@ed.gov