

EBU Student Disability Accommodation Policy Directives - PROPOSAL

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European Business University of Luxembourg
Wiltz Campus | Online Campus

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EBU Student Disability Accommodation – Policy Directives

I. Scope

This is the policy and procedure for all qualified students with a disability to obtain reasonable accommodations at the European Business University of Luxembourg (EBU; the university). It is for all types of students - undergraduate and graduate, degree-seeking and non-degree seeking, full-time and part-time. Only students who identify themselves as having a disability and seek accommodation using these procedures are eligible.

This policy defines the process for eligible students to seek reasonable accommodations in any of the university's programs and activities. Students engaged in academic work off site (such as internships for course credit and study away) should contact the Office of Administration – Student Services to determine whether EBU or the other entity (such as the business where the student is interning) is responsible for making accommodations. (The ability to accommodate a student with a disability should be a precondition to any business, agency, or organization that wants to participate in an internship or externship agreement with the university.) In the case of academic course work taken at another institution of higher learning, the Director of Administration and Office of Administration will serve as consultant and information source for students arranging accommodations at these locations.

II. Purpose

This policy and procedure enable the university to comply with the Council of the European Union Directive 2000/78/EC, which require reasonable accommodations made for qualified students with disabilities and prohibit the university from excluding such students from, or denying them the benefits of, its programs or activities.

III. Definitions

Note: The following terms are applied by the university in accordance with and by using the definitions supplied by federal law and regulations, which are summarised here.

Accommodations are defined as any reasonable adjustment required for a student to have equal access to the university's programs and activities, inside or outside the classroom. Examples of potential accommodations include:

- Extended time for completion of exams or other assignments for a student with a learning disability
- Ability to use speech-to-text software for a student with dysgraphia.
- Provision of a private, distraction-free testing environment for a student with ADHD
- A class being moved to a space accessible to a student with a specific mobility impairment.
- Provision of air conditioning for a residential student with a respiratory condition
- Permitting a visually impaired student to bring his or her service animal to class.

Accommodations do not include:

- Substantial modifications to academic standards,
- Personal aids/devices,
- Modification or adjustment of requirements essential to any program of instruction, program or activity, or essential to any directly related licensing requirement, or
- Modifications or adjustments that result in undue hardship, considering the nature, cost, and impact of the accommodation, and other factors.

Disability is a physical or mental impairment that substantially limits one or more major life activities.

A student is “**qualified**” if he or she “meets the academic and technical standards requisite to admission or to participation in the educational program or activity, *with or without* reasonable modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services.”

IV. Policy

It is the policy of EBU to provide qualified students who have disabilities with reasonable accommodation based upon relevant law, the university's educational standards, and sound ethical practice in Student Accessibility Services.

Decisions about whether a student is a qualified student with a disability and what constitutes reasonable accommodation typically are made by the Director of Administration, or designee. Accommodations are considered on a case by case as well as a class by class (or program or activity) basis. In addition to academic accommodation, the Director, or designee, makes accommodation determinations for other university programs and activities, and works with other university departments to address special access and service issues related to a student's educational experience. Certain requests relating to medical or health issues may arise as disability accommodation requests or may be processed through other university processes, specifically:

- **Medical Withdrawals from one or more courses**
- **Requests for Medical Underloads**
- **Foreign Language Requirement substitution** (discussed further below).

The Director of Administration, or designee, may be involved in these determinations and can answer questions or help address any ADA-related concerns that students may have.

V. Procedure for Requesting Accommodations

In order to receive an accommodation, a student (or applicant) must submit a request to the Office of Administration – Student Services, by completing the Accommodations Request form obtained through student.services@ebu.lu. The request must explain the need for the accommodation and may include a specific accommodation request. The request must be submitted with adequate time for it to be considered and a determination made. In most cases and as discussed further below, the student will need to provide evidence of his or her disability through documentation by a medical care provider.

Student Accessibility Services does not grant accommodations retroactively. If a student chooses not to disclose a disability to Student Services or if a student requests that letters of accommodation are not sent to faculty members, retroactive accommodations cannot be granted. In these instances, a student's belief that the work they have submitted, or exam scores received, do not accurately reflect their academic capabilities will not form the basis for a grade change through the applicable grade appeal process.

If an accommodation is granted, the Office of Administration - Student Services will issue a letter to the professor and/or others who must be aware of the accommodation in order to implement it.

Documentation of Disability and Need for Accommodation

Students may always choose whether or not they want to identify themselves as having a disability, but students who want the university to provide an accommodation must do so. If a student's disability is not obvious, he or she is responsible for providing medical documentation to support the existence of the disability and the need for accommodation.

The student is responsible for providing all diagnostic information to sufficiently support the existence of disability and the need for reasonable accommodation. An accommodation is not needed if the student would still have meaningful access to the program, service, or activity without it. The Director of Administration, or designee, is responsible for deciding whether a disability or need for accommodation(s) has been adequately documented.

Information regarding a student's disability provided by someone other than a university professional must be in writing and provided by a qualified professional, most often a physician, educational diagnostician, learning disability specialist, or mental health professional who is not a relative. Student Services can offer outside referrals for diagnostic services not provided by the university. All costs associated with diagnostic study incurred off campus are borne by the student. Further information about documentation and verification of a disability is available on by emailing student.services@ebu.lu.

Professional documentation may be relevant for several aspects of a disability accommodation process. It is most relevant for determining whether a student has a medical condition; the university will defer to a medical diagnosis provided that documentation is adequate. Professional documentation is also used to determine whether that condition constitutes a disability, but that is a decision based on the legal definition of a disability and is not solely a medical diagnosis. Professional documentation is often relevant for determining whether accommodation is needed, but depending on the nature of the disability, a physician or other professional may not be as well-equipped as the university to determine what modifications to programs, policies, or services are appropriate or the effect of such modifications.

Timing; Need to Renew Accommodation Requests

Students should make accommodation requests as far in advance as practicable of the relevant course, exam, activity or program, to allow for appropriate consideration and planning.

When possible, students entering the university for the first time should submit information related to disability at least six weeks prior to enrolment so that reasonable accommodation can be arranged and delivered in a timely fashion.

Requests for housing-related accommodations generally must be made within the time limits established by the housing selection process. Additional guidance regarding housing-related accommodations is provided on the [EBU Campus Wiltz Luxembourg](#) University Life webpage.

Students must renew certain accommodation requests each semester (including summer sessions). If the accommodation request has not changed, the renewal process typically is a brief, online confirmation of continued need. In some instances, updated documentation or other information may be required. Student Services will alert students who have an accommodation that requires renewal.

Accommodation Determinations

Student Services will consider the request and the information (documentation) provided by the student, consult with faculty and/or other university officials or committees as needed, and determine whether and what accommodation(s) to approve. The Director, or designee, also

may seek advice or recommendations/guidance from the Academic Dean in considering an accommodation request.

Student Services will identify a list of approved accommodations in accordance with the manifestations of the disability, a copy of which will be shared with the student. For academic accommodations, Student Services will prepare individual letters for each professor or for the appropriate school official summarising the approved accommodations relevant to his/her course. Students are responsible for communicating with faculty members regarding their desired accommodations; students who need assistance with such communication due to their disability should speak with Student Services staff. Faculty and other university officials are then required to provide reasonable accommodation(s) in accordance with the Student Services' letter(s) as requested by the student. If a student encounters any problems with the implementation of an accommodation, the student should contact Student Services.

Service and Emotional Support Animals

Service animals are trained dogs (or dogs in training). Students have a right to bring service animals to campus. Students are encouraged to register service animals with the Student Services prior to attending campus. This will allow EBU to make any appropriate accommodations for other students, faculty or staff who may have allergies, phobias or service animals of their own. Students wishing to have a service animal **live in campus housing** must contact Student Services.

Emotional Support animals are animals that provide comfort or emotional support to people, or that assist someone but do not meet the definition of a service animal. Decisions about emotional support animals living in campus housing are made on a case-by-case basis; students must make a through Student Services. Emotional support animals are *not* permitted in other campus buildings unless a separate accommodation request has been approved. These decisions are also made on a case-by-case basis.

No animals will be permitted to live in campus housing unless approved by Student Services. Students are required to sign an animal agreement/contract which will be provided by Accessibility Services.

Limited Mobility Transportation Services

Students with a temporary or permanent mobility-limiting condition may be eligible for limited mobility transportation services. Applicable students must have their diagnosed condition registered with Student Services to be considered for this accommodation. Once a student is approved by Student Services, transportation services will be arranged where possible.

VI. Confidential Handling of Disability Records

All information submitted to or developed by the university related to the diagnosis, documentation, or accommodation of a disability is considered confidential and will not become part of any other student record at EBU. Staff of the Director of Administration Office have access to all disability records and may arrange access for other authorised university officials in the event of an emergency or other unusual necessity. Disability information may be released in confidence to faculty members or other members of the community who have an educational need to know.

All documents supporting a disability on file in the Student Services Office will be retained and destroyed in accordance with the EU law on data protection and privacy law in the EU and EEA, General *Data Protection Regulation (EU) 2016/679 (GDPR)*.

VII. Appealing Accommodation Determinations

Students may petition for a review of Student Services' determinations by approaching the Office of Administration and Admissions – Office of the Director of Administration. The next step in the process is an informal review by the Academic Dean with the Academic Council.

VIII. Approvals and Amendment

This policy and procedure are approved by the Board of Directors; the Director of Administration and/or the Academic Dean is authorised to make minor, technical revisions to this policy and procedure.

Revisions to this policy and procedure were approved by the Director of Administration, effective December 19, 2020.

IX. Interpretation; ADA/Rehabilitation Act Coordinator

Questions concerning the application of this policy and the application of the ADA may be made to the Director of Administration:

Alexis Hague

Director of Administration

Chateau Wiltz Campus

alexis.hague@ebu.lu

X. Related Policies and Other Documents

[material for publication_accessible.pdf](#)

[Data protection in the EU | European Commission \(europa.eu\)](#)