

Students with Disabilities Policy

Introduction

Frederick University is committed to ensuring equal access to all its programmes, activities, services and facilities for students with disabilities. To accomplish this, Frederick University has developed the **Students with Disabilities Policy** in order to ensure an inclusive environment where students with a disability are not discriminated against and have access to all aspects of University life. Disability services are offered in accordance with relevant Cypriot Laws through the University's Counselling Centre.

The Counselling Centre's mission is to empower students so that they are able to perform productively both in academic tasks and in their personal lives.

Definitions

"disability", in relation to a person, shall mean any kind of impairment which causes permanent or long lasting bodily or intellectual or mental restriction to the person and, taking into consideration his history and other personal elements of the person, substantially reduce or exclude the possibility to perform one or more activities or functions which are considered natural and substantial for the quality of life of each person of the same age, who does not experience such insufficiency or impairment (A Law to provide for Persons with Disabilities, 2000-2015).

Under the Education and Training of Children with Special Needs Law 1999 (113(I)/1999) a **child with special needs** is a child:

- that has a greater difficulty in learning than the majority of children of a similar age, or;
- that has a disability that prevents or impedes them from using the standard educational facilities and resources available in mainstream schools.

Students with disabilities are registered, conventional or distance learning, students with a documented disability. The term "disability" may include learning, physical, sensory, psychological and medical disabilities.

Student Accommodations are any reasonable adjustments or provisions that are granted to students with disabilities in order to enable their participation in the learning process and in all University activities. Sanctioned student accommodations are only the accommodations that are approved by the University's Counselling Centre.

A list of possible student accommodations is provided at the end of this document.

Procedures

A. Disclosure of a Disability by a Student

- Prospective students are informed, during the admissions process, of the Students with Disabilities Policy and can request an intake interview with a Counselling Centre staff by completing the **'Counselling Centre Intake'** form.

- A staff member of the Counselling Centre will contact the prospective student in order to arrange an intake interview and inform the student to submit the **'Student Accommodation Request'** form.
- When applying for student accommodations, students must submit **valid documentation** to support their request. All documentation must be recent, relevant and signed by an appropriate Health Professional or Health Agency.
- An intake interview with the Counselling Centre is mandatory in order to establish eligibility and begin a joint process to determine appropriate accommodations. Intake interviews are conducted either in-person or online.
- Accommodations may be requested by any current student, at any point in their studies, by following the designated procedure.
- Students with a temporary disability or illness may also be eligible for student accommodations and must submit their request by following the same procedure as students with permanent disabilities.

B. Granting Student Accommodations and other Disability Services

- Student accommodations are granted after review of valid documentation submitted by the student and following the intake interview conducted by the Counselling Centre.
- A second interview (in-person or online) is conducted between the student and the Counselling Centre, in order to identify and agree upon the appropriate student accommodations.
- The student signs and receives a copy of the individualised **'Student Accommodation and Support Plan'**, as well as the **'Counselling Centre Service Agreement'** form.
- For academic accommodations, following the student's written consent, the Counselling Centre will prepare individual letters for each faculty member summarising the approved accommodations relevant to the student's needs and to specific courses. In addition, the Counselling Centre provides to faculty members guides and resources with information and tips on how to support students with disabilities.
- The Counselling Centre arranges mandatory follow up sessions, at least once every semester, with students who receive accommodations in order to review academic progress and adjust the Student Accommodation and Support Plan as needed.
- Students with disabilities have access to all services offered by the Counselling Centre such as individual short-term counselling, personal and skills development workshops, referral and advocacy services as well to all other support services offered by the University (i.e. Peer Tutoring Services, Careers Services, Student Advocate etc).

C. Suspension or Termination of Student Disability Services and/or Student Accommodations

- All disability services, including student accommodations, are voluntary and students can terminate these services at any time by informing the Counselling Centre staff.
- The Counselling Centre can suspend or terminate accommodations and/or services if a student fails to adhere to the rules and procedures by which these services are provided.

D. Confidentiality

- All information and records collected by the University on the student's disability will be in accordance with the University's Privacy Policy.
- No information will be disclosed without the signed consent of the student. Access to disability-related information will be provided only in order for accommodations to be implemented.



- The degree of disability-related information disclosed to faculty members and/or other administrative staff members will be determined by the student.
- Counselling Centre's staff members (social worker and psychologist) adhere to their respective professional Code of Ethics in regards to confidentiality and service provision.

E. Grievances Procedures

- Any student who believes they are subjected to discrimination or harassment by an employee or a student, due to their disability, should notify the Director of the Studies and Student Welfare Service.
- Students who disagree with the approved student accommodations or are not satisfied with the quality of services or level of accessibility are encouraged to use the University's Grievances and Complaint Procedure.
- When appropriate, students are encouraged to utilise informal resolution with the individual, department or service that is involved. The Office of the Student Advocate will support the student through this process.
- Reporting a grievance or a complaint is the right of all Frederick University students and will not result in any negative treatment by any member of the University.

TYPES OF STUDENT ACCOMMODATIONS & DISABILITY SERVICES**A. In- class accommodations may include:**

- Alternative classroom arrangements.
- Providing class notes ahead of time and/or additional class material.
- Providing class material in alternative formats.
- Use of note-taking services and/or peer notes.
- Use by faculty members of appropriate audio-visual equipment /aids during lectures.
- Permission to students to record lectures.
- Permission to students to use academic aids and/or assistive technologies.
- Any other classroom accommodations can be reviewed and granted based on students' individualised needs and the nature of the course.

B. Examination/Assessment accommodations may include:

- Alternative examination rooms and/or seating arrangements.
- Use of a reader.
- Use of a scribe.
- Extended time during assessments/exams.
- Short breaks / use of toilet breaks during examinations / assessments.
- Providing examination papers in alternative formats.
- Use of aids and /or assistive technology during exams.
- Not considering grammatical/ syntactical errors during grading.
- Any other examination/assessment accommodations can be reviewed and granted based on students' individualised needs and the nature of the course.

C. Other support services:

- Follow up meetings and short-term counselling offered by the Counselling Centre.
- Specialised workshops for first-year students with learning disabilities.
- Student Advocacy and Referral services to other University services as well as to community resources.
- Additional office hours arranged with faculty members.
- Additional peer tutoring services.
- Allowing and providing the necessary conditions for escorts for students with disabilities.
- Development of guides for students with disabilities.
- Development of guides and other resources for faculty members with students with disabilities.
- Accessible Parking Accommodations.