



Hult Accessibility and Accommodations Policy

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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, the UK Equality Act, and Section III of the Americans with Disabilities Act, Hult will provide reasonable accommodations to students with disabilities, learning differences, and medical conditions that require temporary or permanent modifications. 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.

Current and prospective students can apply for accommodations and submit documentation via the [Accommodation Request Form](https://hult.formstack.com/forms/accommodationrequest) (<https://hult.formstack.com/forms/accommodationrequest>).

Questions can be directed to hultaccessibility@hult.edu.

Accommodation Request Procedure:

1. Students must seek admission and be accepted to Hult International Business school through the standard admissions procedure.
2. Students must self-report to begin the process of requesting accommodations via the Accommodation Request Form: [**https://hult.formstack.com/forms/accommodationrequest**](https://hult.formstack.com/forms/accommodationrequest)
3. Students may apply for accommodations, temporary or permanent, at any time before or during an academic term; however, it may take up to 5 business days to complete the review process for new requests. It is encouraged to submit requests as soon as possible.
4. Accommodations are not retroactive and are implemented only on a go-forward basis, meaning that academic modifications apply only from the point that an accommodation request is approved and signed agreement returned.
5. Application for accommodations requires the student to state details about their situation, the impact their situation is having on the academic, co-curricular, or living situation, and an explanation of what specific accommodation is being sought.
6. Applications must include supporting documentation, in English, provided by a licensed physician or psychotherapist. The documentation must be reasonably current and outline specific recommendations for reasonable accommodations related to a diagnosed student situation. **See Documentation Guidelines.**
7. Students are responsible for self-submitting accommodation requests. If guidance is needed, students are encouraged to speak with the accessibility team, a member of their academic team, or a coach/advisor.
8. Accommodation requests outside this process are not be considered.

TIMING NOTE: Requests for accommodations related to pre-scheduled timed assessments (quizzes or test) are subject to the same accommodation approval process and must be submitted for consideration at least 2 business days in advance.

Documentation supporting a reasonable adjustment request is highly preferred, as it makes the accommodation process more efficient and customized to the needs of the individual learner. However, if documentation is incomplete or missing, students are still encouraged to submit an accommodation request. A Hult staff member will contact the student to discuss their situation and explore appropriate academic and/or personal support options, including accommodations.

Documentation Guidelines:

As appropriate to the situation and nature of the request, documentation should include the following -

1. **Documentation should be in English, and reasonably current (it is helpful that they are no older than 2 years, but older documentation may be considered based on student situation), and from a licensed certified physician, psychotherapist, or learning specialist.**
2. **Diagnostic criteria and or diagnostic test used if seeking a learning accommodation.** This description should include the specific results of diagnostic procedures, diagnostic tests utilized, and when it was administered. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that a professional colleague could understand their role and significance in the diagnostic process.
3. **Description of the current functional impact of the student's situation or diagnosis.** The current functional impact on physical, perceptual, cognitive, mental, physical, or behavioral abilities should be described either explicitly or through the provision of specific results from the diagnostic procedures. Currency will be evaluated based on the typical progression of the disability, its interaction with development across the life span, the presence or absence of significant events (since the date of the evaluation) that would impact functioning, and how the information applies to the current situation of the request for accommodations.
4. **Description of current treatments, medications, assistive devices/services or mobility/physical impairment.** A history of treatments, medications, assistive devices, accommodations and/or assistive services. Significant and potential side effects that may impact physical, perceptual, mental, behavioral or cognitive performance should also be noted.
5. **Description of the expected progression or stability of the impact of the diagnosis or situation over time.** This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations for reevaluation.
6. **Recommendations for accommodations.** Depending on the impact on the individual, the statement should include suggestions or recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services that can help to provide full access. As appropriate, recommendations for collateral medical, psychological, and/or educational support services or training and/or physical accommodation that would be beneficial may also be included. Recommendations from professionals with a history of working with the individual provide valuable information for the review process. They will be included in the evaluation of requests for accommodation.

7. **Credentials of the diagnosing professional(s).** Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided. It is important to have the documentation on an official letterhead.

Accommodation Process:

The accommodation process is an interactive process. Hult expects that the student will provide the necessary documentation and meet with an administrator to discuss accommodation. In most cases, accommodations will not be provided until a meeting occurs. Individuals can expect the following to occur, as appropriate, during the interactive process:

1. **Application & Documentation:** After a student provides the documentation, an administrator 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. **Meeting or Communication to Discuss Request & Accommodation:** The administrator will contact the student to discuss the request after it and the documentation have been carefully reviewed. This may involve:
 - Affirming that the documentation is sufficient and that Hult will provide the requested accommodation.
 - Explaining that the documentation is not sufficient, and specify the additional information that is required; or
 - Explaining that the documentation is sufficient, but that the requested accommodation is not reasonable based on Hult academic pedagogy, academic requirements, or operations constraints.
 - An accommodation that 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 administrator and student will discuss the student's concerns, the challenges presented in their current classes or accessibility of programs/services, and their anticipated program of study and will collectively discuss potential solutions.
 - The administrator may also consult with others on campus as needed to determine the efficacy of a requested accommodation, however, in those circumstances, information will be shared only as needed to discuss the issue.
3. **Notification of Relevant Individuals:** If an accommodation is approved, the administrator will write an agreement granting the specific accommodation. This agreement will not reveal any medical information about the student or discuss the student's situation, disability, or diagnosis in any way. The student will be given a copy of this agreement to sign and return for the accommodation to go into effect after it has been signed by the designated Hult official. The student is responsible for providing a copy of this signed agreement to any relevant professor/faculty member, staff, or other appropriate individual as needed to activate use of accommodations as needed and desired by the learner.
4. **Accommodation Request Appeal:** If a current and prospective students disagrees with a decision regarding an accommodation request decision made to Hult, they may appeal the decision within 14 calendar days, using the school's appeal process. The appeal must be in writing, stating the reason for the disagreement, and be submitted to global.appeals@hult.edu.

- Pending the outcome of the appeal, the 504 Coordinator, or designee, 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 individuals or 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 current or prospective student does not give up their right to pursue other appeal processes within the School or through outside regulatory agencies.

How to Use Approved Accommodations: Students are responsible for sharing their approved accommodations agreement with each faculty or academic staff member for any course in which they plan to use accommodations. An accommodation agreement is only valid once:

- It has been signed by both the student and the designated Hult official.
- It has been returned to the Accessibility Team at hultaccessibility@hult.edu.
- The student has received confirmation that the agreement is approved and on file.

Recommended Steps:

- A student should notify their faculty and academic team of their approved accommodations by providing a copy of the signed finalized agreement before the start of the term or course; or as soon as an accommodation has been approved.
- A student is encouraged to schedule a meeting with the faculty member and/or academic team to discuss how the accommodations will be applied in that course.
- If a student needs assistance contacting faculty or implementing accommodations, they should reach out to their academic team, their coach (undergraduate students only), or the Accessibility Team at hultaccessibility@hult.edu.

Student Rights & Responsibilities:

Rights

- Not be denied access due to a learning difference or physical disability, pursuant to legal standards
- Receive reasonable accommodations where that provide equal opportunity
- Not be counseled toward more restrictive career objectives, learning paths, or goals
- Receive assistance in removing physical, academic and attitudinal barriers
- Not be discriminated or retaliated against due to learning differences or physical disabilities

Responsibilities

- Inform Hult of learning difference or physical disability, if requesting a reasonable accommodation
- Provide documentation of learning difference or physical disability, if requesting a reasonable accommodation
- Follow the procedures outlined in the accommodation policy, and during a meeting with the disability coordinator, if requesting a reasonable accommodation
- Provide for personal independent living needs or other personal adaptive needs
- Follow all policies and procedures to receive a reasonable accommodation
- Engage in an interactive process with Hult through the accommodation process

Accessibility and Accommodation Grievance Policy:

A person enrolled at Hult who believes they have been discriminated against based on 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 or to the Dean of Students through the filing of a disability grievance under this process.

Grievances under this policy must be filed within 14 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:

Patrick Heaton
Hult International Business School
1 Education Street
Cambridge, MA 02114
Patrick.heaton@hult.edu.

Confidentiality Statement:

Hult will strive to maintain reasonable confidentiality of information shared in the accommodation and/or grievance process. However, disclosures may be required for the purpose of fact-finding or efforts to resolve matters. 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.

Non-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.