



Policy Number and Title: SL.6.05 Students with Disabilities

Division	Student Life
Policy Section:	SL.6 (Student Success and Wellness)
Applicable to:	Staff, faculty, students
Effective:	President's Cabinet (April 5, 2023)
Most Recent Revision:	President's Cabinet (April 5, 2023)
Contact:	Director of Student Success and Wellness

Statement of Policy

LCC International University seeks to create equal access for all students to the University's facilities, academic programs, and non-academic programs. This policy provides the framework for admission practices, academic assistance, and the provision of services and support for students with disabilities and complies with the Bologna Process 2020 Documents and the National Program for Social Integration of Disabled People (Lithuanian Government, 2012, http://www3.lrs.lt/pls/inter3/dokpaieska.showdoc_l?p_id=437985&p_query=&p_tr2=2).

Definitions

- A student with a disability - a student who has a medical diagnosis of a disabling condition.
- Reasonable accommodations – accommodations specifically related to the disability to support the student with a disability and give access to study, life, and work. These accommodations do not include reduced standards of academic performance, reduced standards of English language proficiency, or waiver of academic courses.
- Interactive process – the process of determining and receiving accommodations is interactive because a disability may manifest itself differently at different times and some accommodations cannot be used in all circumstances in every course. The process of engaging in conversation with the DSC and/or between instructor and student should happen as needed throughout the semester.

1. Accessibility to facilities

- a. Both LCC residence halls are wheelchair accessible and have elevators providing access to all floors. There are two rooms which have been modified to accommodate wheelchairs. The Housing coordinator works with each student with mobility limitations that require accommodation to determine specific needs.
- b. DeFehr Centras's academic facility has an elevator providing access to all floors and all academic classrooms, sans Kaminskiene Hall. Course registration for students with disabilities is scheduled in such a way that allows them access to the facilities needed. DeFehr Centras has a handicap-accessible bathroom.
- c. Michealsen Centras is accessible for students with disabilities and is available for students for sports and leisure activities.

2. Admission process

- a. The admission process to LCC does not include any questions related to disability. Should students inquire about disability support at LCC, the Admissions Counselor can direct the student to the [Disability Support section](#) of the LCC website and/or refer the student to talk further with the Director of Student Success and Wellness.
- b. Once accepted to LCC, a student can start the process indicated below to request special housing arrangements and academic accommodations.

3. Disability Support Committee (DSC)

- a. Chairperson: Director of Student Success & Wellness.
- b. Members: Two instructional BA faculty members (appointed by the Academic VP), one Student Counselor, and one representative from Residential Life and Housing. At least one member of the committee should be fluent in Lithuanian.
- c. The purpose of the DSC committee is to verify the documented disability, review the request, and approve or deny reasonable accommodations to support the student in meeting course learning outcomes.

4. Process for Receiving Accommodations

- a. A student with a documented disability must follow the required procedure for requesting accommodation through the Disability Support Committee.
- b. Before submitting the Accommodation application form on portal.lcc.lt, a student should meet with a member of the DSC to discuss any relevant disability and get general guidance about the accommodation request process.
- c. The committee accepts applications on a rolling basis and makes a decision within 10 workdays.
- d. The DSC will meet and approve or deny the student's request for accommodation(s). The student will be notified and if approved, the faculty and student will be sent an official accommodation letter. Students are responsible for communicating with faculty their intent to utilize the accommodation(s) in class.
- e. Communication for accommodations related to academics will happen at the start of each semester; communication for accommodations related to housing will happen a minimum of once a year.
- f. A member of the DSC will request a meeting with the student once per semester to ensure the approved accommodations are meeting their needs.
- g. Accommodations cannot be granted retroactively.

5. Short Term Accommodation(s) for Students with Extraordinary Medical Circumstances

- a. In case of exceptional acute medical conditions and hospitalization (beyond the number of allowed absences), a student may submit an Exceptional Circumstances Accommodation Request on portal.lcc.lt for additional absences or academic accommodations to be considered by the DSC.
- b. Before submitting this form, a student should meet with a member of the DSC to discuss the situation and get general guidance about this accommodation request process.
- c. Next, an online form must be submitted together with a medical document where it is clearly stated when the student was hospitalized.
- d. Accommodations may be granted retroactively in these circumstances.
- e. Additional unpenalized absences are not granted for those with minor illnesses.

6. Student & Faculty Expectations for Approved Accommodations

- a. The committee provides the student and faculty with an accommodation letter outlining the student's approved accommodation(s).
- b. When presented with an accommodation letter, faculty members are required to abide by the accommodations outlined in the letter whenever reasonable and requested by the student.
- c. Students are expected to maintain proper communication with faculty regarding their accommodation(s).
- d. The "interactive process" allows for the student, faculty, and DSC to discuss any concerns related to the accommodation(s) that may arise throughout the semester.
- e. Ensure the LCC statement on disabilities is included in all course syllabi.

7. Confidentiality

Student medical information is private information under GDPR and must be handled accordingly. Access to the drive /forms where this information is stored is limited to the DSC members. Information on granted accommodation, but not the disability itself, is shared with teaching faculty and Residence Life if/when necessary.