



SSM[®]
Swiss School of Management

Policies and Procedures Handbook for Students with Disabilities



Swiss School of Management Policies and Procedures Handbook for Students with Disabilities

Table of Contents:

1. Introduction

- 1.1 Mission and Commitment
- 1.2 Purpose of the Handbook

2. Definitions

- 2.1 Disability Definitions
- 2.2 Reasonable Accommodations

3. Disability Services Office (REGISTRAR)

- 3.1 Role and Responsibility
- 3.2 Contact Information
- 3.3 Disclosure and Self-Identification

4. Requesting Accommodations

- 4.1 Initial Contact
- 4.2 Documentation Requirements
- 4.3 Confidentiality and Privacy

5. Needs Assessment and Accommodation Planning

- 5.1 Needs Assessment Process
- 5.2 Developing the Individualized Accommodation Plan (IAP)
- 5.3 Review and Revisions

6. Types of Accommodations

- 6.1 Academic Accommodations
- 6.2 Physical Accessibility
- 6.3 Technological Support
- 6.4 Additional Accommodations

7. Examination Accommodations

- 7.1 Extended Testing Time
- 7.2 Alternative Testing Formats
- 7.3 Special Examination Proctoring

8. Assistive Technology and Resources

- 8.1 Accessible Materials
 - 8.2 Adaptive Software and Devices
 - 8.3 Library and Research Support
9. Campus Accessibility
- 9.1 Physical Accessibility
 - 9.2 Signage and Wayfinding
 - 9.3 Transportation
10. Faculty and Staff Responsibilities
- 10.1 Awareness and Training
 - 10.2 Implementing Accommodations
 - 10.3 Privacy and Confidentiality
11. Grievance Procedure
- 11.1 Filing a Grievance
 - 11.2 Investigation and Resolution
12. Campus Awareness and Outreach
- 12.1 Disability Awareness Initiatives
 - 12.2 Promoting Inclusion
13. Student Responsibilities
- 13.1 Self-Advocacy
 - 13.2 Communication with REGISTRAR
 - 13.3 Academic Integrity
14. Transition Planning
- 14.1 Incoming Students
 - 14.2 Graduation and Beyond
15. Compliance with Applicable Laws
- 15.1 Legal Framework
 - 15.2 Non-Discrimination and Equal Opportunity

Swiss School of Management Policies and Procedures Handbook for Students with Disabilities

1. Introduction

1.1 Mission and Commitment

At Swiss School of Management, we are committed to creating an inclusive and supportive learning environment that fosters equal opportunities for all students, including those with disabilities.

Swiss School of Management is committed to providing equal educational opportunities for all students, including those with disabilities. We adhere to all applicable federal and state laws, such as the Italian Law 104/1992 which is fundamental for protecting the rights of students with disabilities in Italy, or the Spanish Law 51/2003, Equal Opportunities, Non-Discrimination, and Universal Accessibility Law for People with Disabilities, that addresses the requirement for educational institutions to provide policies and procedures for accommodating students with disabilities.

Important to note is, that our school is not legally obligated to provide housing solutions for students with disabilities. However, all our In-Residence Program Study Centers ensure accessibility and implement support measures for these students to enable their full participation in education.

Ref. <https://ssm.swiss/code-of-ethics/>

1.2 Purpose of the Handbook

The purpose of this handbook is to provide students, faculty, staff, and all stakeholders with a clear understanding of our policies and procedures regarding accommodations for students with disabilities. It aims to ensure a transparent and consistent approach to accommodate the diverse needs of our student body.

2. Definitions

2.1 Disability Definitions

In alignment with the Laws stated above and the Americans with Disabilities Act (ADA), a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. These impairments may include, but are not limited to, mobility, sensory, cognitive, and emotional disabilities.

2.2 Reasonable Accommodations

Reasonable accommodations refer to modifications or adjustments that provide equal access to educational programs and services. These accommodations do not alter essential program requirements but serve to level the playing field for students with disabilities.

3. Disability Services Office (REGISTRAR)

3.1 Role and Responsibility

The Registrar is responsible for coordinating accommodations and support services for students with disabilities. The Registrar is a dedicated resource for students to request accommodations, obtain guidance, and address any concerns related to their disabilities.

3.2 Contact Information

The Registrar's contact information is as follows:

Registrar
Swiss School of Management HQ
+41 041 520 68 26
disability.services@ssm.swiss
<https://ssm.swiss/code-of-ethics/>

3.3 Disclosure and Self-Identification

Students with disabilities are encouraged to self-identify and disclose their disabilities to the Registrar. Disclosure is voluntary and can be done at any time. The REGISTRAR maintains confidentiality regarding disability status and related information.

4. Requesting Accommodations

4.1 Initial Contact

Students requesting accommodations should contact the REGISTRAR at the earliest opportunity, preferably before the start of the semester. Early notification allows for sufficient time to assess needs and implement accommodations.

4.2 Documentation Requirements

To initiate the accommodation process, students must provide documentation from a qualified healthcare or educational professional that verifies their disability. This documentation should:

- Clearly state the nature of the disability.
- Describe how the disability affects a major life activity.
- Include recommendations for appropriate accommodations.

The REGISTRAR may request additional documentation if necessary.

4.3 Confidentiality and Privacy

All disability-related information and documentation are treated with the utmost confidentiality. Only authorized personnel involved in the accommodation process will have access to this information.

5. Needs Assessment and Accommodation Planning

5.1 Needs Assessment Process

Upon receiving documentation, the REGISTRAR will conduct an individualized needs assessment. The assessment will determine the specific accommodations necessary to support the student's academic goals. The student's input and preferences will be considered in this process.

5.2 Developing the Individualized Accommodation Plan (IAP)

Based on the needs assessment, the REGISTRAR will collaborate with the student to develop an Individualized Accommodation Plan (IAP). The IAP outlines the approved accommodations tailored to the student's needs, and it is provided to the student and relevant faculty members.

5.3 Review and Revisions

The IAP may be subject to periodic review and revisions based on changes in the student's needs or advancements in assistive technologies.

6. Types of Accommodations

6.1 Academic Accommodations

Academic accommodations may include, but are not limited to:

- Extended time for exams
- Alternate testing formats (e.g., oral exams)
- Use of assistive technology (if applicable)
- Note-taking services (all classes at SSM get recorded)
- Accessible course materials
- Preferential seating

6.2 Physical Accessibility

The school is committed to providing physical accessibility to all students. This includes accessible entrances, ramps, elevators, and restrooms. All In-Residence Program Learning Centers of the Swiss School of Management are housed in facilities that are certified by either the Ministry of Education (SSM Rome) or by the Ministry of Health (SSM Barcelona). All those facilities are fully certified to be functional and accessible for people with Physical disabilities.

6.3 Technological Support

Students may receive support related to assistive technology, including screen readers, speech recognition software, and access to adaptive software. Where it is applicable.

6.4 Additional Accommodations

Other accommodations are available based on individual student needs. These accommodations are determined in collaboration with the REGISTRAR.

7. Examination Accommodations

7.1 Extended Testing Time

Students with disabilities may be eligible for extended time on examinations. The specific duration of extended time is based on the individual student's needs and is outlined in the IAP.

7.2 Alternative Testing Formats

Alternative testing formats, such as oral exams, may be arranged to accommodate specific disabilities. These arrangements are made in consultation with the REGISTRAR.

7.3 Special Examination Proctoring

For certain disabilities, special examination proctoring conditions may be provided. These conditions aim to minimize distractions and enhance focus during exams.

8. Assistive Technology and Resources

8.1 Accessible Materials

The REGISTRAR will try to accommodate for the conversion of course materials into accessible formats, such as braille, large print, or digital text compatible with screen readers wherever it's possible.

8.2 Adaptive Software and Devices

Students have access to adaptive software and assistive devices to support their academic endeavors. These tools help with reading, writing, and other study-related tasks.

8.3 Library and Research Support

The library and research facilities are equipped to assist students with disabilities in accessing resources and materials. The REGISTRAR can help in making special arrangements as needed. The Swiss School of Management provides a Librarian Service to all its student body. Students with Disabilities will be given priority.

9. Campus Accessibility

9.1 Physical Accessibility

Our campus is designed to provide accessible pathways, entrances, and facilities for all students. In the event that any accessibility barriers are identified, please report them to the REGISTRAR.

9.2 Signage and Wayfinding

Clear signage and wayfinding tools are in place to assist students in navigating the campus. If you require additional support, please contact the REGISTRAR.

9.3 Transportation

Accessible transportation options are available for students with disabilities. For information on transportation services, please inquire with the REGISTRAR. It's the responsibility of the student to pay for these additional services directly to the service provider.

10. Faculty and Staff Responsibilities

10.1 Awareness and Training

Faculty and staff members undergo training to better understand the needs of students with disabilities and how to provide the necessary support. Faculty are encouraged to collaborate with the REGISTRAR to implement accommodations.

10.2 Implementing Accommodations

Faculty members are responsible for implementing approved accommodations as outlined in the student's IAP. They are encouraged to communicate with the student and the REGISTRAR if any issues or adjustments are needed.

10.3 Privacy and Confidentiality

All faculty and staff are required to maintain the confidentiality of information related to students with disabilities. This information should only be shared with authorized personnel directly involved in providing accommodations.

11. Grievance Procedure

11.1 Filing a Grievance

In the event that a student believes their accommodation needs have not been met or that they have experienced discrimination based on their disability, they may file a grievance with the REGISTRAR. The grievance should be submitted in writing and include relevant details.

11.2 Investigation and Resolution

The REGISTRAR will investigate the grievance and work to reach a resolution in a timely manner. If a resolution cannot be achieved, the student may escalate the grievance to the appropriate school authority for further review.

12. Campus Awareness and Outreach

12.1 Disability Awareness Initiatives

The school conducts regular awareness campaigns and activities to promote understanding and inclusion of students with disabilities. We encourage all members of the campus community to participate.

12.2 Promoting Inclusion

Inclusion is a collective responsibility. All students, faculty, and staff are encouraged to actively engage in creating an inclusive environment where the abilities and talents of every individual are recognized and celebrated.

13. Student Responsibilities

13.1 Self-Advocacy

Students with disabilities are encouraged to be advocates for their own needs. Effective communication with the REGISTRAR and faculty is essential to ensure that accommodations are provided accurately.

13.2 Communication with REGISTRAR

Students should maintain open and timely communication with the REGISTRAR regarding their needs, challenges, and any required accommodations.

13.3 Academic Integrity

All students, including those with disabilities, are expected to adhere to the principles of academic integrity. Disabilities should never be used as an excuse for academic dishonesty.

14. Transition Planning

14.1 Incoming Students

New students with disabilities should contact the REGISTRAR prior to starting their academic program to begin the accommodation process. Early planning ensures a smooth transition.

14.2 Graduation and Beyond

The REGISTRAR can provide assistance in planning for a successful transition to the workforce or further education upon graduation.

15. Compliance with Applicable Laws

15.1 Legal Framework

Our policies and procedures comply with all applicable federal and state laws, including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other relevant regulations.

15.2 Non-Discrimination and Equal Opportunity

The Swiss School of Management is committed to providing equal opportunities for all students, regardless of their disabilities. Discrimination on the basis of disability is strictly prohibited.

In Conclusion

This comprehensive handbook is intended to provide a clear and detailed guide for students with disabilities at Swiss School of Management. It aims to ensure that these students have the support and accommodations necessary for their academic success. Please reach out to the Registrar for any additional information, clarification, or specific requests. We are dedicated to creating an inclusive and equitable learning environment for all our students.