



STUDENT GUIDE

Accessing accommodations and services at Central European University

This guide was prepared by

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Commitment to students with disabilities

Central European University (CEU) is committed to providing equal educational opportunity and participation for students with disabilities in Vienna and Budapest. In support of its disabilities mission, CEU provides services and reasonable accommodations to students with disabilities through its Disability Services at the Dean of Students Office to ensure their full participation in the university's programs, courses, and activities.

Confidentiality and Notification of Information Sharing

- CEU Disability Services at the Dean of Students Office keeps your information confidential. Please kindly note that your information may be shared with CEU faculty and staff members, so that they can provide disability-related accommodations on all campus locations.
- Faculty and staff members may be notified of your test and exam accommodations. Professors, course instructors, coordinators may be informed about accommodations you are entitled to receive.
- Registration with Disability Services is not noted on your transcript
- You do not have to disclose the nature of disability or information about your health to professors, course instructors, or other staff members at the University.

Note:

CEU is responsible for making the courses, campuses, activities and services accessible to people with disabilities. This includes physical access to CEU buildings and other facilities.

What CEU Disability Services at the Dean of Students Office provides:

CEU Disability Services at the Dean of Students Office provides services and reasonable accommodations for students with Disabilities to increase their access to the CEU educational experience. This includes classes, tests, and activities.

CEU Disability Services at the Dean of Students Office provides information on:

- On-campus classrooms, libraries, cafeterias, and housing provided by CEU.
- How to request disability-related accommodations, such as note takers, alternative formats, and additional time for testing, etc.
- How to access assistive technology.
- How to seek counselling services for stress, anxiety or depression.
- Consultations on instructional and physical barriers.

Roles and responsibilities

The CEU Disability Policy (CEU Student Disability Policy, 2014) and the accessibility documents outline how the student, faculty and disability services may typically work together:

- **Student Role**

Provides assessment documents to CEU Disability Services;

Participates in the process of determining and implementing reasonable accommodations;

Informs CEU Disability Services when accommodations are not working and need to be modified.

- **Faculty Role**

Refers students to Disability Services, as it deems necessary;

Participates in the process of determining and implementing reasonable accommodations;

Requests assistance (from CEU Disability Services).

- **CEU Disability Services at the Dean of Students Office Role**

Collects and retains assessment documents in a confidential manner;

Determines if condition(s) are a disability in accordance with Hungarian, Austrian and US legal background;

Identifies and assists with implementation of reasonable accommodations;

Requests updated documentation when symptoms change to determine if accommodations need to be modified;

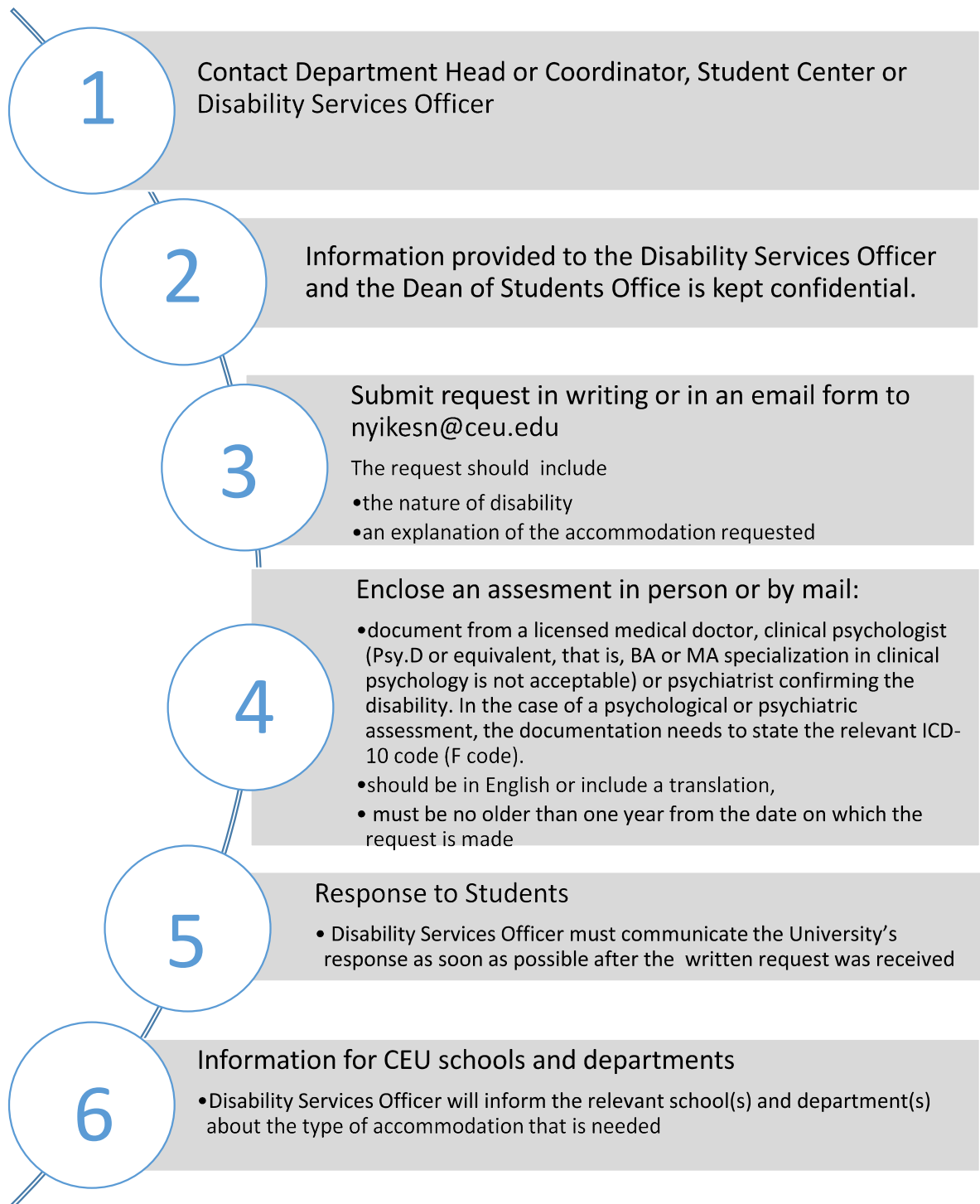
Provides information and referral to campus and community resources to resolve disability-related issues.

Registration and documentation requirements for students

CEU Disability Services at the Dean of Students Office supports students who experience difficulties during their educational experience at Central European University (CEU) through academic accommodations. Academic accommodations and services are individualized to each student and the learning needs of each course and program.

Registration for disability accommodations as a 6-step process

PROCESS FOR REQUESTING DISABILITY ACCOMODATIONS AT CEU



To receive academic accommodations for the start of fall classes, you must submit your registration package by August 15. Students can register with Disability Services at any point during their studies.

For more information please write to: nyikesn@ceu.edu

Additional resources:

- ✓ CAST (2008). Universal design for learning guidelines version 1.0. Wakefield, MA. Retrieved from http://www.udlcenter.org/aboutudl/udlguidelines/udlguidelines_graphicorganizer
- ✓ CEU Student Disability Policy. (2014) Retrieved from <https://documents.ceu.edu/documents/p-1402v2001>
- ✓ DO-IT University of Washington (2012). Academic accommodations for students with learning disabilities. Retrieved from http://www.washington.edu/doit/Brochures/Academics/accomm_id.html

WHOM TO CONTACT FOR SUPPORT

CEU Student Disability Services Officer (Natalia Nyikes) at nyikesn@ceu.edu for accessibility issues for students with special needs.

CEU IT Support Helpdesk at helprequest@ceu.edu for issues related to digital accessibility.

CEU Psychological Counseling (Laszlo Biro) at birol@ceu.edu for issues related to psychological support.