

ACADEMIC ACCOMMODATIONS POLICY

ACADEMIC AFFAIRS



OVERVIEW

Chicago Theological Seminary provides equal access to its programs of graduate professional education for all qualified students with learning, physical, medical or psychological conditions. Section 504 of the Rehabilitation Act of 1973 (<https://www.disability.gov/rehabilitation-act-1973>) and the Americans with Disabilities Act of 1990 (<http://www.dol.gov/dol/topic/disability/ada.htm>) prohibit discrimination against individuals with disabilities. Accordingly, the seminary aims to provide reasonable accommodation(s) to ensure access to and participation in seminary programs.

There are three steps to apply for accommodations: 1) Review the policy and fill out the application; 2) Meet with Amy Aschliman, Assistant Director of Student Formation & Community Engagement, and 3) Submit current, relevant documentation about the condition/disability from a qualified health professional.¹ to Tina Shelton, Registrar.

GENERAL POLICIES

1. Eligibility is determined on an individual basis based upon documented need.
2. Current students should petition as early as possible. Late submission of documentation may result in a delay in implementing accommodation.
3. Self-disclosure and the submission of documentation can be initiated any time during the year. However, reasonable time must be allowed before the student can expect accommodation(s) to be in place.
4. Registrar Office staff will not disclose the condition or disability without the student's permission. They will only share the nature of the accommodations to professors. It is up to the student to decide if they want to self-disclose their condition to their professors.
5. All completed forms will be returned to the Registrar's Office.
6. Medical documentation must be reviewed and updated as needed.
7. Accommodation(s) cannot be retroactive. Accommodation(s) begins only after documentation is received and reasonable time for accommodation development has been allowed.

¹ These materials may be forwarded to an education consultant with special training in disabilities who will suggest appropriate action to the seminary.

Confidentiality is extremely important to the Registrar's Office staff. In accordance with The Family Educational Rights and Privacy Act (FERPA) guidelines, information regarding a student's condition is only shared with other seminary personnel if there is a legitimate reason to do so and with the student's written permission. For more information on FERPA see, <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Faculty members are not told the specific nature of a student's condition, unless the student provides the Registrar's Office with written permission to do so. Faculty may not identify students as having a disability or disclose their accommodation(s) without the student's written permission. Students are encouraged to communicate openly with faculty regarding their accommodation(s).

MEDICAL AND TESTING DOCUMENTATION

The seminary reserves the right to request additional documentation, if needed. *All costs for testing, assessment, and implementation are the responsibility of the student*, although testing costs may be reimbursed by health insurance companies. After receiving all documentation, the Registrar, will recommend specific accommodations.

Implementation expenses associated with the accommodation(s), if any, are the responsibility of the student.

Appropriate documentation should include:

1. A description of the disability, including duration and severity.
2. Assessment of limitations and how they relate to the educational environment.
3. Test scores and interpretation, where relevant.
4. Recommendations concerning specific educational accommodation(s).
5. Information concerning prescribed medications and their potential side effects.

TEMPORARY (SHORT - TERM) DISABILITY/ILLNESS

Students with temporary disabilities are encouraged to contact the Registrar's Office for information regarding services available to them. Examples of temporary disabilities include: a broken arm/leg, recent surgery, an illness, or an injury.

CONFIDENTIALTY

- 1 Identify and establish essential functions, abilities, skills, knowledge, standards and criteria for courses, programs, services, and activities.
- 2 Request and receive current documentation from an appropriate licensed professional source that supports accommodation(s) requests.
- 3 Deny a request for accommodation(s), academic adjustment and/or auxiliary aid and services in consultation with a student with a documented disability if:
 - a Documentation does not meet the seminary's guidelines and demonstrate that the request is warranted.
 - b The student fails to provide appropriate documentation.
- 4 Refuse to provide an accommodation, adjustment and/or auxiliary aid or service that is ineffective or unreasonable, including any that:
 - a Pose a direct threat to the health and safety of others.
 - b Fundamentally alter courses, programs, services or activities.
 - c Pose undue financial or administrative burden.
- 5 Provide information regarding policies and procedures to faculty, staff, students, and guests with disabilities and assure this information is available in accessible formats upon request.
- 6 Ensure that courses, programs, services, and activities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings.
- 7 Evaluate students and applicants on their abilities and potentials, not their disabilities.
- 8 Provide or arrange for effective, appropriate and reasonable accommodation(s), academic adjustments, and/or auxiliary aids and services for students with identified disabilities in courses, programs, services, and activities.
- 9 Maintain appropriate confidentiality of records.
- 10 No waivers will be made of admissions policies or regulations regarding acceptable behavior or course objectives and requirements, including the attendance policy.

STUDENT RIGHTS AND RESPONSIBILITIES

1. All requests for accommodation(s) must be made through the Registrar's Office.
2. The student must request accommodation(s) and provide appropriate written documentation of the disability.
3. For any semester that the student requests accommodation(s), the student must request accommodation before the semester begins, or the student should expect delays.

4. The student must request accommodation(s) in a timely manner, allowing for sufficient time to make appropriate arrangements.
5. The Registrar's Office is not responsible for problems in accommodation(s) which are not brought to the Registrar in a timely manner.
6. The student must abide by all seminary rules and academic standards in the Academic/Student Handbook.