

## **DISABILITY SERVICES POLICY**

Effective date: Prior to 2010  
Last update: April 15, 2016  
Responsible officer: R. Todd Mangum, Academic Dean  
Policy owner: Academic Dean  
Policy contact: R. Houseknecht

### **POLICY STATEMENT**

Biblical Theological Seminary complies with Section 50 of the Rehabilitation Act (1973) and with the Americans with Disabilities Act (1990). The seminary will provide special accommodation to matriculated students who have demonstrated mental and/or physical disabilities which substantially limit one or more major life activity.

Students are required to formally request such accommodations at least 4 weeks prior to each new term. The initial request must include documentation of the student's disability (unless it is deemed obvious by the seminary personnel involved in the evaluation), especially for brain injury, ADD/ADHD, or other neurological or psychological disabilities. Documentation must:

- clearly show evidence of a substantial limitation to learning or other major life activity, especially in regard to aptitude, academic achievement, and information processing;
- provide a clinical summary showing patterns of the student's ability, why specific academic adjustments are needed, and whatever history is available of providing such support;
- come from a licensed psychologist, neuropsychologist, or medical doctor;
- be current, i.e., within the last 3-5 years.

Students who have successfully completed an undergraduate degree with their disability and without special accommodations may not request special accommodations at the graduate level.

Approved students will work with seminary personnel on the particular accommodations to be made for each of their classes. All accommodations will be subject to the vision and mission of Biblical Seminary and its degree programs, including the skills necessary for each degree, as well as the accreditation standards of ATS and Middle States.

At least three of the following seminary personnel must be involved in the evaluation of requests:

- Vice President for Advancement
- Director of Academic Services
- Director of the MA in Counseling Program (or designate)
- Faculty member of the relevant course(s)

## **PROCEDURES**

See above.

## **FORMS OR INSTRUCTIONS**

Request for Academic Accommodation Form (student)  
Academic Accommodations Form (academic office)

## **DEFINITIONS**

See above.

## **HISTORY**

Amended date: September 14, 2015, April 15, 2016  
Created date: Prior to 2010  
Effective date: Prior to 2010