



### **Student Disability Accommodation Policy**

It is Hood Theological Seminary's policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or subjected to discrimination in any seminary program, service, or activity. The Seminary provides reasonable accommodations to students with disabilities.

A disability is defined as a physical, intellectual, or mental impairment that substantially limits one or more major life activities. The Seminary will provide a reasonable accommodation to the known disabilities of an otherwise qualified disabled student.

Any student who has a disability and wishes to request reasonable accommodation should contact the Dean of Students at least two weeks prior to the start of classes or as soon as possible when the need for accommodation becomes known to the student. Depending on the facts of the situation, the Seminary may require documentation regarding the disability or requested accommodation so that the Seminary may fully evaluate the request.

**Documentation provided by a student should be from a licensed professional qualified to make the specific disability diagnosis and who is not related to the student and/or not a personal/family friend of the student. The documentation should be dated within the past three years.**

The documentation should include the following information:

- The diagnosed disability;
- A list of the criteria used to make the diagnosis (including scores achieved on assessments, if applicable);
- A description of how the condition limits the student's ability to participate in any Seminary program, service or activity; and
- A list of the recommended accommodations.

It may also be helpful for the student to provide a history of prior accommodations he or she has received.

The Dean of Students, in consultation with the student and other involved faculty, departments, programs or medical professionals as necessary, will determine the appropriate reasonable accommodation, if any. The Dean of Students will prepare individual letters to the involved faculty, departments or programs identifying the appropriate accommodations. Students are responsible for delivering the letters to the involved faculty, departments or programs. The letters will direct the recipients to contact the Dean of Students with questions, but will not disclose the student's disability.

Students with a disability requiring reasonable accommodation are encouraged to meet with the Dean of Students during the term to discuss the effectiveness of the accommodation.

The Dean of Students will ensure that all disability-related documents are shared with Seminary and medical personnel on a need-to-know basis only.

Students are responsible for contacting the Dean of Students promptly. Students may also file a grievance in accordance with the Detailed Procedures for Official Policies section of this Student Handbook if reasonable accommodations are not implemented in a timely or effective way. Students must reapply at the beginning of each semester for accommodations related to the Seminary's academic program

### **Disability Grievance Policy and Procedures**

Hood Theological Seminary is committed to providing equal opportunity for disabled students and prohibits discrimination against any individual on the basis of a physical or mental disability. This policy extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, and educational programs. The Seminary also provides reasonable accommodations to students with disabilities.

A student may file an informal complaint if the student believes that the equal access to an academic program or service has been denied because of a disability, that a request for reasonable accommodation has been wrongly denied, or that the student has been discriminated against on the basis of a disability in a Seminary program, service, or activity. Students are encouraged to seek the assistance of the Dean of Students in order to attempt to resolve any complaint or concern informally. Upon a student's request, the Dean of Students will work with the student and the other involved person or department to attempt to resolve the complaint. If informal resolution through the Dean of Students is unsuccessful, a student may file a written grievance with the Title IX Coordinator. A grievance should include the following information:

- The student's name, address, telephone number, email address and student identification number;
- A description of the basis for the grievance, including a description of any related incident, the date and place of any such incident, and the names of any individuals involved;
- A description of the efforts the student has taken to resolve the matter informally;
- A description of the remedy sought; and
- Any documentation that supports the grievance.

The Title IX Coordinator or a designee will convene a Disability Grievance Committee and complete a thorough investigation of the complaint. The investigation will be conducted promptly, subject to any limitations caused by difficulties in gathering information, access to personnel, or breaks in the academic calendar. The investigation will include an opportunity for the student who raised the concern and other involved persons to provide information in person. After the investigation, the Disability Grievance Committee will provide a written determination to the student and the other persons involved in the grievance