

STUDENT DISABILITY SERVICES

United Theological Seminary of the Twin Cities

United Theological Seminary of the Twin Cities is committed to equality of educational opportunities for qualified students with disabilities. This commitment is consistent with legal requirements, including Section 504 of the [Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act](#) (ADA) of 1990. Our goal is to provide appropriate and reasonable academic accommodation to students who have a documented disability which materially limits one or more major life activities, have a record of such an impairment, or are regarded as having such an impairment.

Responsibilities of the student

- The student is responsible to notify the [dean of the seminary](#) of a disability requiring accommodation, to request reasonable accommodation, and provide needed documentation as soon as possible after admission to the school or after incurring the disability.
- The student is responsible to notify the dean of the seminary of any difficulties that rise with accommodations received.
- The student is responsible to notify the dean of the seminary of any changes in the disability or accommodation required.

Rights of the student

- The student has a right to equal access to courses, programs, services, and activities essential to completion of the educational program for which the student has enrolled.
- The student has a right to receive reasonable accommodation as defined under the law.
- The student has the right to file a grievance/complaint under the seminary's standard policies for handling student grievances and complaints.

Responsibilities of the seminary

- The seminary is responsible to provide information on available services.
- The seminary is responsible for responding in a timely way to requests for reasonable accommodation.
- The seminary is responsible for maintaining confidentiality of all information pertaining to requests for accommodation in accordance with applicable requirements.

Rights of the seminary

- The seminary has the right to request and receive what it regards as adequate and current documentation of disability.
- The seminary has the right to explore options for accommodation, and to determine what it regards as reasonable accommodation in response to student requests. The dean of the seminary is the officer of the seminary who is responsible for determining reasonable accommodation for students in relation to the academic programs of the seminary. Receiving services or accommodations at another college, university, or testing agency does not necessarily mean that United will conclude that the student is disabled for purposes of the ADA and/or agree to provide the student with the same services or accommodations received at the other institution or testing agency.
- The seminary has the right to deny a request for accommodation when an accommodation would change the fundamental nature of a program and/or pose an undue burden on the seminary.
- The seminary has the right to maintain confidentiality of all information pertaining to requests for accommodation in accordance with applicable requirements.

Obtaining Reasonable Accommodations

Making a request for accommodation because of a disability is a two-step process.

1) The Student Completes a Request for Accommodation Form

A Request for Accommodation Form (form on following page), available online or in the dean's office, should be completed and submitted to the dean as soon as possible after admission or the onset of the disability. Receipt of the form is followed by a meeting of the dean and the student to discuss specific needs.

2) The Student Sends, or Has Sent, Accompanying Documentation

Current documentation (no older than three years) of a disability and its impact in an academic setting must come from an appropriate licensed professional and be submitted with a Request for Accommodation Form.

United has the right to deny a request for accommodations, academic adjustments and/or services if the documentation demonstrates they are not warranted, or if the student fails to provide appropriate documentation.

If there is a change in the nature of the disability, the student must contact the [dean of the seminary](#). The dean may request clinical documentation of any changes.

Any costs incurred for testing and diagnosis of a disability are the responsibility of the student. The Seminary reserves the right to conduct its own independent evaluation at its own expense.

Disability Accommodation Request Form follows.

DISABILITY ACCOMMODATION REQUEST FORM

United Theological Seminary of the Twin Cities

❖ Please complete this form for each academic year you seek accommodations. ❖

Name: _____
Last First Middle

Date of request: _____

Permanent Address _____

Telephone: () _____ () _____
Day Evening

Nature of Disability: _____

Please attach recent clinical documentation (no older than three years) regarding disability.

Accommodation(s) requested:

Signature of student: _____ Date: _____

(see back for action on request)

Action of the dean of the seminary:

() Approve () Deny

Accommodations approved through _____
Date

Approved Accommodations

In the classroom:

In written assignments and/or tests:

Other academic accommodations:

Other institutional accommodations:

Signed: _____

Date: _____