

PROCESS TO REQUEST SERVICES

1. Disabled students who require accommodations must seek assistance at the Office of Student Services in a timely manner, usually **upon admission** or as soon as a disability becomes known.
2. Students must complete an intake form and request accommodations in writing. Disabled students must provide documentation of their disability and how it impacts their participation in courses, programs, services, jobs, activities, and facilities of the Seminary.
3. Documentation must include a copy of the Academic Accommodation Plan from the student's undergraduate program. If the student did not have a formal plan, the student must provide the name and contact information of the person who coordinated his or her accommodations in the undergraduate program, and a list of services provided.
4. The Academic Accommodations Liaison and the disabled student will discuss the interaction between the disability and the academic environment and determine possible reasonable accommodations. Consultation with faculty, staff, and outside professionals regarding essential elements and reasonable accommodations will occur as needed.
5. After a review of all documentation, the Liaison will make a determination of the accommodations to be provided and present this verbally and in writing to the student within 14 days of receiving all documentation. These accommodations will form the student's formal Academic Accommodation Plan.
6. The Office of Student Services will ensure that disability-related documents are kept confidential and shared with Seminary personnel on a limited and need-to-know basis only.
7. The Academic Accommodation Liaison will write a letter to the student's professors for that semester certifying that the student has a disability and stating the determined reasonable accommodations. The provision of accommodations is often shared among faculty, the student, and Student Services; the letter details the provision of the recommended accommodations, including who is responsible for the provision of the accommodations; when the accommodations will be provided; and how they will be provided. The letter also invites faculty to contact Student Services if there are concerns or questions about the accommodations. Instructors are expected to assist with the provision of accommodations when reasonable and necessary. Instructors are not expected to compromise or fundamentally alter essential elements of their course or evaluation standards. (More information is available at: [Student and Institutional Rights and Responsibilities](#))

8. The student with a disability will be responsible for meeting with and delivering the letters to each of those professors. If faculty are unavailable (e.g., on sabbaticals or summer leaves), the student will consult the appropriate department chair. If neither faculty nor the department chair are available, the student should immediately request assistance from the Academic Accommodation Liaison.
9. Disabled students are responsible for contacting Student Services if reasonable accommodations are not implemented in an effective or timely way.
10. Student Services will work with Seminary personnel and disabled students to resolve disagreements regarding recommended accommodations. Grievance procedures are available online and from the office of Student Services.
11. Students must request accommodations each semester. Since the documentation will already be on file, this process is generally a matter of verifying the need for the approved accommodations is still relevant and appropriate. New letters will be written and the student will need to meet personally with their professors for the coming semester.
12. If the student's eligibility for services and/or request for academic accommodations is denied, Student Services will provide to the student written notification of denial, including the basis for denial as well as information on the appeal process. Student appeals related to eligibility for services or the request for academic accommodations shall be directed to Dr. Bryon Klaus, President, 1435 N. Glenstone Ave, Springfield, MO, 65802, (417) 286-1000.