

Disabilities Policies and Procedures

Consistent with its mission to educate women and men for varied Christian ministries in church and society, Phillips Theological Seminary is committed to providing equal access to its programs of graduate professional education for all qualified students with learning, physical, medical, or psychological disabilities. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. Accordingly, the Seminary aims to provide reasonable accommodation for qualified individuals with a disability to ensure their access and participation in Seminary programs.

Once admitted to PTS, but at least 6 weeks prior to matriculation, entering students requesting accommodations should petition the Director of Admissions and Student Services for consideration. Current students should petition as early as possible, but at least 6 weeks prior to the beginning of the semester in which accommodations are requested. Later submission of documentation may result in a delay in implementing any accommodation plan.

In support of the written petition, students must submit relevant, current documentation of a disability from a qualified health professional(s). These materials will be forwarded to an educational consultant with special training in disabilities who will suggest appropriate action to the Seminary.

Appropriate documentation should include:

- a description of the disability, including duration and severity;
- test scores and interpretation, if relevant;
- information concerning prescribed medications and their potential side effects;
- assessment of substantial disability-based limitations and how they relate to the educational environment;
- recommendations concerning educational accommodations.

The Seminary reserves the right to request additional documentation, if needed. No documentation will result in a waiver of PTS admissions policies, regulations regarding acceptable behavior, or course objectives and requirements, including the attendance policy. All costs for testing and assessment in support of the petition are the responsibility of the student, although testing costs may be reimbursed by health insurance companies. Educational consultant charges are the responsibility of the Seminary. After receiving the educational consultant's evaluation, the Director of Admissions and Student Services, in consultation with the Dean and the student, will recommend specific accommodations. Implementation expenses, if any, are the responsibility of the student.

After a plan of action has been determined, the student must fill out a notification form, listing the instructors, academic adviser, and director of ministerial formation who should be notified about the learning disability and the recommended accommodations. Information about student disabilities is only provided to individuals on a need-to-know basis. The Director of Admissions and Student Services will consult with instructors about implementing the accommodation plan. Notification forms must be completed by the student each semester.

If a student requests accommodation directly from a faculty member without completing the procedures outlined here, the faculty member should counsel the student to contact the Director of Admissions and Student Services. Accommodations for reported disabilities should not be provided without notification from the Director of Admissions and Student Services

At the point of each portfolio review, students with disabilities who have negotiated specific accommodations should evaluate with their advisers and the Director of Admissions and Student Services the effectiveness of their accommodation plan.