

Garrett-Evangelical Theological Seminary

Disabilities Policies and Procedures

Consistent with its mission to educate women and men for varied Christian ministries in church and society, Garrett-Evangelical Theological Seminary (GETS) 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 50 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 disability to ensure their access and participation in Seminary programs.

Once admitted to GETS, but at least 6 weeks prior to matriculation, entering students requesting accommodations should petition the Office of the Dean of Students. 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. Late 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). The Director of Admissions or Academic Dean may forward these materials 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 specific educational accommodation.

The Seminary reserves the right to request additional documentation, if needed. No documentation will result in a waiver of GETS admissions policies, regulations regarding acceptable behavior or course objectives and requirements, including the attendance policy. All costs for testing, assessment and implementation 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 all documentation, the Dean of Students, in consultation with the Academic Dean, 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 recommended accommodations. Information about student disabilities is only provided to individuals on a need-to-know-basis. The Dean of Students is available to 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 associate dean of admissions and student services.

Accommodations for reported disabilities should not be provided without notification from the Dean of Students.

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



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Guidelines for Written Solicitation and Documentation

For Disabilities and Accommodations

Solicitation is a written statement from a student which should:

- Identify the disability
- Request Accommodation(s)
- Describe how accommodation(s) will help aspects of the student's academic life

Documentation is written information from an appropriate health care professional who provides:

- 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.
- Recommendation concerning specific educational accommodation for the student to be able to participate in classes at Garrett-Evangelical Theological Seminary (GETS).

Recommended educational accommodations must be reasonable for the student's particular disability. For example, for a student with a visual impairment, a physician might recommend the use of a volunteer note taker, tape recorder and/or oral and scribed exams.

The health care professional making the diagnosis and recommendation for educational accommodation must be appropriately qualified (certified or licensed). For example, a medical doctor can diagnose a physical disability, a clinical psychologist or psychiatrist can diagnose an emotional or mental impairment or ADD/ADHD, or a psychometrics can diagnose a learning disability.

The Seminary reserves the right to request additional documentation, if needed. All costs for testing, assessment and implementation are the responsibility of the student.

No documentation will result in a waiver of GETS admissions policies, regulations regarding acceptable behavior or course objectives and requirements, including the attendance policy.

Any questions about GETS disability policies and procedures should be directed to Dr. Pamela Lightsey, Dean of Students at 1-847-866-3948 or pamela.lightsey@garrett.edu.



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Notes on Procedures Regarding Confidential Files on Disabilities.

The Dean of Students invites students with disabilities to submit an information form as part of materials sent to new student. May also help locate testing.

Any test results are given by the student to the Dean of Students, who gives copies to the Academic affairs Office along with letters and other documentation from psychologists, etc.

These are confidential materials kept in a separate file, not in the student's academic file.

When students need accommodations for learning or testing situations, they request these from faculty. If necessary, the student may sign a release in order for faculty to read their materials.

When someone comes to read the students file, viewing takes place in the office only and no copying of files or materials will be allowed. Mark permission slip with reader's initial and date; attach permission slip to file.

Either office keeps permission slips brought there.

Files are destroyed when student graduates.



**Garrett-Evangelical Theological Seminary
Student Permission for Notification of Disability**

I, _____ grant permission to the registrar, academic deans and dean of students of GETS to release relevant information concerning my disability to the following instructors and the President, in order that these members of the faculty and staff might help accommodate my needs for learning in class, in accordance with the Seminary’s disability policy, for the _____ semester.

Instructor’s Name/Course: _____

Instructor’s Name/Course: _____

Instructor’s Name/Course: _____

Instructor’s Name/Course: _____

Academic Advisor’s Name: _____

Student’s Signature: _____

Date: _____



CONFIDENTIAL MEMO

Garrett-Evangelical Theological Seminary

Notification of Student Accommodation

Date: _____

Semester/Year: _____

In accordance with the disability policy of Garrett-Evangelical Theological Seminary (GETS),
_____ has been granted permission to receive assistance with his/her disability needs. Please proceed with the necessary arrangements to effect these accommodations and contact me if you have any questions.

Associate VP of Student Affairs' Signature

Academic Dean's Signature



