



Policy: Disabilities Policy

Effective: June 1, 2019

Policy Type: Regulatory/Administrative

Responsible Department: Coordinator of Disability Services

Policy: If current students at Grace College and Seminary have a documented disability, they are entitled by law to reasonable accommodations for their disability.

- 1.0 Faculty, staff, and students who would like more information about the procedures for requesting an academic accommodation should contact the Coordinator of Student Disability Services in the Learning Center.
- 2.0 Before any accommodations are made, it is the student's responsibility to first disclose their disability or special learning need and request accommodations from the Student Disability Services Office in the Learning Center.
- 3.0 Students with a documented disability (e.g., attention, health, hearing, learning, mobility, physical, psychiatric, or vision; or short-term issues such as broken bones) will be assisted by the Coordinator of Student Disability Services in requesting approved accommodations in their courses. Adequate time must be allowed to arrange accommodations and accommodations are not retroactive. A letter from the Office of Student Disability Services will be provided to the student's faculty.
- 4.0 Reasonable attempts will be made to accommodate students in off-campus learning experiences. When there is a required off-campus experience and no reasonable accommodations available, the educational requirement will be met in an alternative manner which does not fundamentally alter the essential requirements of the course.
- 5.0 Grace College complies with the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA) in allowing the use of Service and Assistance Animals for students, staff, and visitors.
- 6.0 Grace College strives to make reasonable accommodations for persons who use Service or Assistance Animals. The policy for accommodating Service or Assistance Animals on campus can be found in the Office of Student Affairs.
- 7.0 Test accommodations and make-up quizzes may be taken in the Learning Center. Arrangements for these services must be made with the Coordinator of Student Disability Services and your faculty member. Hours for this service are between 8:30 a.m. and 4:30 p.m.
- 8.0 The following statement on disabilities is published in each course syllabus:

Statement on Disabilities:

Your experience in this class is important. If you have already established accommodations with Student Disabilities Services (SDS) please communicate your approved accommodations to me as soon as possible so we can discuss your needs in this course.

If you have not yet established services through SDS, but have a temporary health condition or permanent disability that requires accommodations (conditions including but not limited to; attention, health, hearing, learning, mobility, physical, psychiatric, or vision), please contact Connie Burkholder, Coordinator of Student Disabilities Services at x6423, via email at burkhoc@grace.edu or stop by the Morgan Library room 203. SDS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and SDS. It is the policy and practice of Grace College and Seminary to create inclusive and accessible learning environments consistent with federal and state law.

Revision Process and History



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- All revisions to the policy must be approved by the Coordinator of Disability Services.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template
06-23-2021	Updated Statement on Disabilities (8.0)