Policy: Disabilities Policy
Effective: June 1, 2019
Policy Type: Regulatory/Administrative
Responsible Department: Coordinator of Disabilities 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 accommodation should contact the Coordinator of Student Disabilities Services in the Learning Center.

2.0 Before any accommodations are made, it is the student's responsibility to first disclose their documented disability and request accommodations from the Student Disabilities 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 Disabilities 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 Disabilities Services will be provided to the student to share with their professors.

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 American Disabilities Act (ADA) and makes reasonable accommodations for students, employees, and visitors who use Service Animals. Accommodations are also made for students requesting to have an Emotional Support Animals in campus housing. Service Animal and Emotional Support Animals policies make be picked up at the Office of Student Disabilities Services.

6.0 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 Disabilities Services and your faculty member. 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.

Policy: Disabilities Policy
Effective: June 1, 2019
Policy Type: Regulatory/Administrative
Responsible Department: Coordinator of Disabilities Services

Revision Process and History

- 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)	
06-04-2024	Clarified point 3.0 and combined points 5.0 & 6.0	