

# Application for Reasonable Accommodations



## Accommodations Committee

204 North Lexington Avenue, Wilmore, Kentucky 40390 | 800.2ASBURY | asburyseminary.edu  
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## Part I: Common Questions About Disability Services

| Question   | Response   |
|--|--|
| 1. Who qualifies for Disability Services at Asbury Theological Seminary (ATS)? | Asbury Theological Seminary (ATS) offers services for otherwise qualified graduate students with disabilities by providing reasonable accommodations. It is the policy of the seminary that no qualified persons with disabilities shall, on the basis of disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities. Any qualified student who has a physical or mental impairment which substantially limits one or more of major life activities, such as walking, seeing, hearing, speaking, breathing, learning and/or working, can receive assistance at ATS as provided in Section 504 of the Rehabilitation Act of 1973, and the applicable provisions of the Americans with Disabilities Act of 1990, and its amendments. |
| 2. What does “otherwise qualified” mean?                                       | An <b>otherwise qualified</b> student is defined as one who, with or without reasonable accommodation, meets the requisite academic and technical standards required for admission or participation in educational programs and activities.  |
| 3. What types of accommodations are provided by ATS?                           | Typical accommodations provided for students at ATS are as follows: <ul style="list-style-type: none"><li>• Audible textbooks</li><li>• Enlarged course materials</li><li>• Extended time on tests (50% additional time)</li><li>• Permission from professors for selected use of assistive devices in the classroom (calculators, laptop computers, electronic spellers, recording devices)</li><li>• Extensions on assignment due dates</li><li>• Provision of class notes</li><li>• Housing Accommodations</li></ul>  |
| 4. Who are the contact persons for accessing accommodations?                   | Disability Services Coordinator<br>204 N Lexington Ave, Wilmore, KY 40390<br>Fax: (859) 858-2021<br>Email: <a href="mailto:disability.services@asburyseminary.edu">disability.services@asburyseminary.edu</a>  |

| Question  | Response   |
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| <p><b>5. Can prospective students register with the Disability Resource Center?</b></p>           | <p>ATS makes no preadmission inquiries as to whether a prospective student has a disability and does not make admission decisions on the basis of disability or lack thereof. Accordingly, no documentation relating to disability should be submitted until after a student has been admitted. Following admission, in order to be eligible for Disability Services, a student must submit to the Disability Resource Center qualifying documentation of disability and complete the respective ATS forms that apply to a student's particular accommodations. Prospective students are welcomed to confer with the Disability Resource Center and explore the opportunities and services that are available at ATS for students with disabilities.</p>   |
| <p><b>6. What is the process for accessing accommodations?</b></p>                                | <ol style="list-style-type: none"> <li>1. The student fills out the Application for Reasonable Accommodations to register with the Disability Resource Center.</li> <li>2. The student submits the documentation of disability along with the Application for Reasonable Accommodations at least thirty (30) days prior to the first course, and two weeks prior to the first day of class for each semester.</li> <li>3. The Accommodations Committee evaluates the documentation and assigns reasonable accommodations.</li> <li>4. The student is provided the Graduate Student Assignment of Accommodations form, which specifies the accommodations assigned by ATS for respective students.</li> <li>5. The Graduate Student Assignment of Accommodations form is shared with respective professors for each course that the student designates.</li> <li>6. The student is responsible for communicating with professors concerning the process for accessing specific accommodations for each respective course.</li> <li>7. The initial application process for reasonable accommodations requires a minimum least thirty (30) days prior to the first course, and two weeks prior to the first day of class for each semester. Six (6) months will be required if an updated evaluation is required. (See standards for documentation at <a href="https://asburyseminary.edu/academics/disability-resource-center/">https://asburyseminary.edu/academics/disability-resource-center/</a>.)</li> </ol>  |
| <p><b>7. How are the documentation records kept confidential?</b></p>                             | <p>In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), all forms and documentation will be kept confidential in the Disability Resources Center and not be released by Asbury Theological Seminary to any third party without explicit written request of the student.</p>   |
| <p><b>8. What kinds of information should be included in the documentation of disability?</b></p> | <p><b>Documentation Guidelines</b></p> <ol style="list-style-type: none"> <li>1. A student's documentation that verifies the existence of a disability must be submitted from a qualified professional who is licensed or credentialed to make the particular diagnosis (such as a physician, psychiatrist, or psychologist).</li> <li>2. Along with the documentation the qualified professional submits a letter, with letterhead, date, qualifications, license number, and signature.</li> <li>3. Documentation of disability must be submitted to the Disability Resource Center least thirty (30) days prior to the first course, and two weeks prior to the first day of class for each semester for which the student is requesting accommodation.</li> <li>4. The content of the documentation should: <ul style="list-style-type: none"> <li>• Include the date(s) of the evaluation</li> <li>• List the limitations of student functioning, especially as related to the higher education environment</li> <li>• Provide recommendations and rationale for accommodations, which are helpful in assisting institutional personnel in determining appropriate and necessary support</li> <li>• Give an accurate picture of how the disability impacts the student at this point in time and thus should be current. In most cases, documentation should be less than five years old. For psychiatric disabilities the documentation should be current within the past year, with updates provided (as appropriate) during a student's enrollment.</li> </ul> </li> </ol> |

| Question   | Response  |
|--|---|
|  | <ul style="list-style-type: none"> <li>In most cases, documentation should be less than five years old. For psychiatric disabilities the documentation should be current within the past year, with updates provided (as appropriate) during a student's enrollment.</li> </ul>   |
| <p><b>9. What is the process for accessing Reasonable Housing Accommodations?</b></p>      | <p>Students with disabilities who qualify for reasonable housing accommodations make this request by submitting the <b>Application for Housing Requests and Accommodations</b> form.</p> <ul style="list-style-type: none"> <li>This form is filled out by a qualified professional representing the student, and documentation that is specified in this form should accompany the form.</li> <li>The <b>Reasonable Accommodations in Housing Review Committee</b> evaluates the information in the form and documentation to determine the extent to which the requests for reasonable housing accommodations are implemented.</li> <li>Students are informed of the decision of the <b>Reasonable Accommodations in Housing Review Committee</b>.</li> </ul> |
| <p><b>10. How does a student access audible textbooks or audible course materials?</b></p> | <p>Students who qualify for audible texts fill out the <b>Alternative Format Materials Form</b>. Students purchase the textbooks and submit the textbooks to the Disability Resource Center. Personnel utilize the BlueLeaf Book Scanning service to translate the written material into digitalized format. The textbook and digitalized content are sent to the student.</p>  |

## Part II: Application for Reasonable Accommodations

The form below is designed to articulate the reasonable accommodations that a student is requesting during enrollment at Asbury Theological Seminary. The student fills out the form **Application for Reasonable Accommodations** form below in order to register with the Disability Resource Center. The student submits this form and the accompanying documentation of disability at least thirty (30) days prior to the first course, and two weeks prior to the first day of class for each semester.

**To be completed by the student:**

|                |      |               |          |
|----------------|------|---------------|----------|
| STUDENT NAME   |      | STUDENT ID#   |          |
| STREET ADDRESS | CITY | STATE         | ZIP CODE |
| PHONE          |      | WORK PHONE    |          |
| EMAIL          |      | DATE OF BIRTH |          |

**1. What is the nature of your disability? NOTE: The student must provide supporting documentation with this form. Documentation requirements are outlined above.**

**2. What challenges do you experience in the classroom and educational environment?**

**3. What challenges do you experience in the housing environment (if you are applying for campus housing)?**

**4. What reasonable accommodations have you received in the past? If you have received reasonable accommodations at a previous institution (undergraduate or graduate), please request that a copy of such accommodations to be sent to our office.**

**5. What accommodations do you believe would be applicable at the graduate level?**

I have read and agree to adhere to Asbury Theological Seminary's Disability Resource Center policies as outlined above and at <https://asburyseminary.edu/academics/disability-resource-center/>. I understand that it is my responsibility to provide the Disability Resource Center with the necessary documentation of my disability as specified in this application that supports all accommodations that are being requested. I recognize that Asbury Theological Seminary will hold this information in confidentiality in accordance with the FERPA Statement in this application.

I also understand that it is my responsibility to request accommodation at least 2 weeks prior to each term, and to notify the Disability Services Coordinator of any class schedule changes.

I give my permission for the Disability Services Coordinator to discuss my accommodations with my professors and provide my professors with a copy of my accommodations at the beginning of each course.

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STUDENT SIGNATURE

DATE

**To be completed by the certifying professional:**

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CERTIFYING PROFESSIONAL NAME

TITLE

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LICENSE NUMBER

OFFICE/AGENCY NAME

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OFFICE/AGENCY ADDRESS

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OFFICE/AGENCY PHONE

OFFICE/AGENCY FAX

**1. Nature of the Disability**

**2. How long has the student had this disability?**

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**3. What is the severity of the disability?**

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**4. How long is the disability likely to persist?**

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**5. Date of last contact with student about the disability**

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**6. Describe the major life activities that are impaired and functional limitations that are substantially limited by the condition.**

**7. Please state any specific recommendations regarding housing, and a rationale as to why these housing needs are warranted based on the student's disability.**

8. List the limitations of student functioning, especially as related to the higher education environment

9. Provide recommendations and rationale for accommodations, which are helpful in assisting institutional personnel in determining appropriate and necessary support

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MEDICAL PROVIDER'S SIGNATURE:

DATE

Documentation will be kept in a confidential file available only to authorized Asbury Theological Seminary personnel.

**Please return to:**

Disability Services Coordinator  
204 N Lexington Ave, Wilmore, KY 40390  
Fax: (859) 858-2021  
Email: [disability.services@asburyseminary.edu](mailto:disability.services@asburyseminary.edu)