



Policy on Needs Accommodation

Central Seminary does not discriminate against students with conditions that may require disability accommodation. The Seminary prohibits harassment or retaliation against any individual for requesting an accommodation or for filing a complaint related to disability discrimination or failure to accommodate. The Seminary will attempt to make all reasonable arrangements necessary to ensure that students with disabilities are able to attend class and study at the Seminary.

Disabilities that may require accommodation include but are not limited to the following: Attention deficit hyperactivity disorder (ADHD), learning disabilities, psychological disabilities, traumatic brain injuries, visual impairments, mobility impairments, hearing impairments, other health and chronic medical disabilities, and/or temporary disabilities.

Designated Section 504 Coordinator

Central Seminary's designated Section 504 Coordinator who is responsible for administering this policy is the Provost, Shawnee Administration Building, second floor, 6601 Monticello RD, Shawnee, Kansas 66226. Phone 913-667-5715, rjohnson@cbts.edu.

Procedure for Requesting a Reasonable Accommodation

Students seeking disability accommodation on the basis of a diagnosed disability must submit to the Section 504 Coordinator a written request regarding the need for an accommodation. This written request should include documentation from the student's treating health care provider that verifies the student's eligibility under Section 504 of the Rehabilitation Act (www.hhs.gov/ocr/504.html), the Americans with Disabilities Act (ADA) (www.ada.gov), or the ADA Amendments Act (http://www.eeoc.gov/ada/amendments_notice.html). The written request should not disclose the student's diagnosis or medical condition. It should address proposed accommodations that will address the student's needs.

Central Seminary reserves the right to request additional documentation if the initial documentation the individual provides is incomplete or inadequate to determine the need for accommodations. The Seminary will keep all medical-related information confidential (unless legally permitted disclosure is necessary for business-related purposes) and will retain such information in separate confidential files.

Accommodations are handled on a case-by-case basis. Reasonable accommodation can be made only after the written request and the written statement have been filed with the Section 504 Coordinator.

Reporting Complaints

The following procedure should be utilized to address complaints of disability discrimination, retaliation, harassment, or failure to provide a reasonable accommodation: any aggrieved individual may file a complaint in writing, containing the name and address of the person filing the complaint and describing

the discriminatory act. The complaint shall be filed in the Office of the Provost within 30 days after the complainant becomes aware of the allegedly discriminatory act. Should the Section 504 Coordinator be a party to the complaint, the complaint should be filed with the CFAO of the Seminary.