

## Academic Accommodation for Northern Seminary

The Office of Student Services at Northern Seminary seeks to support and assist students who are considering academic accommodations due to disability or health conditions. The Senior Executive Director of Student Services oversees the accommodations process and procedures.

Contact Linda Owens, Senior Executive Director of Student Services at [lowens@seminary.edu](mailto:lowens@seminary.edu) or 630.620.2130 for more details.

Reasonable accommodations will be reviewed and approved only for students who have filed the appropriate paperwork and documentation. To be consider for accommodations, complete the Self-identification Accommodation service Request Form and return to Linda Owens.

### Disability Policy

It is Northern Seminary, policy to apply enrollment and academic practices without regard to race, color, gender, national or ethnic origin, age, veteran status, or disability. The persons responsible for complying with and carrying out the seminary's responsibilities under this policy in general matters are the Academic Dean and Senior Executive Director of Student Services of the Seminary. It is the seminary's intent to welcome people with disabilities into the school's communal life and mission. Therefore, seminary policy is to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any seminary program or activity. In response to a request made by a qualified student with a documented disability, the seminary will provide reasonable accommodation and academic adjustments necessary to afford the student the opportunity for full participation in seminary programs. Students should report their academic needs to the Registrar who will communicate with faculty members regarding accommodations to be made. Students should report their general needs to the office of the Student Services.

Northern Seminary

**Academic Accommodations Request Form**

Student:

Date:

Accommodations Requests:

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- This student submitted documentation of the disability which may require some or all of the accommodations listed above.
  - This student will contact each professor to determine which accommodations are appropriate and necessary for this course.
  - Please document the agreed plan and expectations – either by email communications or by signing this form.
  - This form is provided as an option for documentation. Email is another example for documentation.
  - Please contact Linda Owens at 630.620.2130 or email [lowens@seminary.edu](mailto:lowens@seminary.edu)

***Please print and sign.***

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Student/Date

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Professor/Date

# CONFIDENTIAL

Northern Seminary

## Academic Accommodations Request Form (Self-identification)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_

ID Number: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

City

State

Zip

I am currently enrolled (intend to enroll) at Northern Seminary and do hereby identify as a person with the disability of :

\_\_\_\_\_

Based on this disability(ies), I am requesting the following accommodation(s):

\_\_\_\_\_

I understand that must provide appropriate, official documentation, as stated in the Northern Seminary Academic Catalogue **Anti-Discrimination and Disability Policy**.

- Permanent disability – Any approved accommodations will remain valid during the time I am a student at Northern Seminary.
- Temporary or changing disability – Any approved accommodations will remain during the time of the disability, with appropriately current documentation.

I realize that it is MY responsibility to contact Student Services to make any necessary changes in accommodation requests. Any changes are to be submitted in writing and must be approved by the Academic Dean and Student Services.

***Please print and sign.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This completed form will be kept on file in the Student Services department.**

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