

## Bethany Global University

### Accommodation for Disabilities

The university complies with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Students with needs for special assistance due to physical or other handicap on either a short-term or long-term basis are encouraged to contact the Registrar as soon as possible after admission. Students will be asked to provide documentation of their disabilities or special needs.

Provision of aid will be based upon an individual student's need. When appropriate, accommodations will be developed in consultation with a departmental representative for whose area the accommodations are sought (i.e., academics, campus services, student life, etc.). Accommodations or aids that impose an undue hardship on the campus or that require modification of academic standards, programs, or course work may be declined.

Bethany Global University is committed to providing equal access and reasonable accommodations for students with physical, psychological, and learning disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), BGU does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in seminary programs and activities.

Bethany Global University is aware of the importance of remaining current with any of the laws regarding the American with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act. Therefore, every attempt will be made to keep policies formulated to include any changes that may occur in the law.

### Required Documentation

Students with disabilities seeking reasonable accommodations must identify their needs to the Registrar. To fully evaluate request for accommodations, the Office of the Registrar requests documentation to verify a student's disability.

The minimum guidelines listed below are developed to assist students in working with their treating/diagnosing professional to prepare the information to evaluate requests. Submitted documentation should include the following:

- A diagnostic statement identifying the disability. When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes, the date of the most recent evaluation and a comprehensive description of the diagnostic assessment method utilized. If the most recent evaluation was not a full evaluation, indicate when the last full 15 evaluation was conducted.

- Current functional impact of the condition. The current relevant functional limitations on physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc.), and behavioral abilities should be described.
- Specific recommended accommodations. Explain how these accommodations address the functional limitations of the disability.

Additional guidelines may exist for learning and psychological disabilities. If a student has multiple conditions, sufficient information confirming the presence of each disability is needed, as well as information regarding how the conditions may interact. Finally, documentation should contain the professional's signature and list his or her credentials.

Students are encouraged to consult with the Registrar for additional information and assistance. Documentation that is shared with the Office of the Registrar is kept confidential.

A student who believes he/she has a disability requiring accommodation should contact:

Hannah Levin, Registrar  
6820 Auto Club Rd.  
Suite C  
Bloomington, MN 55438  
Phone 952-996-1499  
Fax 952-829-2765  
[hannah.levin@bethanygu.edu](mailto:hannah.levin@bethanygu.edu)

#### Disability Grievance Policy and Procedures

It is Bethany Global University's policy 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 program, service or activity. Bethany Global University aims to provide reasonable accommodations to students with qualified disabilities. A student has the right to file an informal complaint or a formal grievance if he/she believes equal access to an academic program, activity, resource or other service has been denied because of a disability.

Students are always encouraged to seek the assistance of the Registrar in order to resolve any complaint informally. The Registrar will make every effort to resolve the disagreement informally between the student and whomever (faculty member, department, service) the dispute involves and will do so in a timely manner. It is our hope to resolve concerns and find an acceptable solution before the situation intensifies.

Should the informal process not satisfactorily address the student's concerns, or the grievance arises out of a decision made by the Registrar regarding a student's eligibility for academic or other accommodations, the student may choose to proceed with the formal grievance process. A formal grievance must include the following information in writing: student's name, address, home/cell number, email address, and student's identification number.

Please provide a detailed response to the following:

- Information about the alleged discrimination including a specific description regarding the action(s) or inaction(s) that precipitated the grievance as well as the date, place, and names of the persons involved;
- Efforts made to settle the complaint informally;
- Any documentation that supports the grievance;
- Remedy sought.

The Dean of Academic Operations will convene a Disability Grievance Committee for the purpose of completing a thorough investigation of the complaint of discrimination based on a qualified disability. All relevant individuals including the complainant and other persons involved in the grievance may be in attendance to provide information.

After the investigation is complete, the Dean of Academic Operations shall issue a written response to the student/complainant within 15 working days from completion of the meeting(s) with the student and other persons involved in the grievance. This is the first institutional level of appeal.

The student then has the right to appeal the investigation to David Hasz, Provost of Bethany Global University ([david.hasz@bethanygu.edu](mailto:david.hasz@bethanygu.edu)). The same guidelines regarding submission of information applicable to the incident apply. The Provost shall then review the student's complaint as well as the findings of the Disability Grievance Committee and respond to the student in writing within 15 working days. This is the final institutional level of appeal.

While it is hoped the complainant can resolve a grievance within the campus process, he or she has the right to file any grievance directly to the U.S. Office of Civil Rights at any time. The Statute of Limitations for filing a complaint with OCR is 180 days from the time the incident occurred. OCR's contact information is found below:

Office for Civil Rights – Chicago Office  
U.S. Department of Education  
John C. Kluczynski Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: (312) 730-1560  
Facsimile: (312) 730-1576  
[Email: OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)