

### Policy Concerning Students with Learning Disabilities

This Union Presbyterian Seminary policy is designed to enhance the educational environment for learning-disabled students who show promise for effective ministry and to provide information that will help learning-disabled students evaluate the feasibility of studying at UPSem. Primary responsibility for considering and/or arranging accommodations with each professor is lodged in mutual agreement between the student and her or his professor. Students must file with the registrar documentation verifying their needs at least two weeks in advance of enrollment for any term or semester in which these needs are to be considered and must take the initiative to contact professors for preliminary discussions and planning at least two weeks before a course is scheduled to begin. Any special conditions for an exam, including the provision of extra time for the exam, will be set by the professor of the course with advance notice to the student and to the appropriate academic dean. For additional details, see the Union Presbyterian Seminary Policy and Procedure Booklet at [upsem.net](http://upsem.net).

### Policy Concerning Students with Physical Disabilities

Students with physical disabilities must notify the director of student services of their needs and provide supporting information at least four weeks before the beginning of any term or semester in which these needs are to be considered so as to provide a basis for appropriate response and reasonable time for the seminary to decide, plan, and achieve any accommodations.

### Documentation: Medical or Health Needs

When medical or health—physical, psychological, or emotional—needs and/or reasons are cited for failure to comply with institutional policies and deadlines or for failure to make due academic progress or for failure to honor or practice community norms, the student may be required to provide official statements from medical and/or health professionals of such form, nature, and detail as the seminary considers necessary in order to establish a sound basis for subsequent academic and community decisions. All such information will be treated respectfully and accessed on a need-to-know basis only by those involved in the care, response, and decision process. UPSem reserves the right to require such documentation, to determine the adequacy or lack thereof of documentation, and to determine the implications of the documentation for its decision.

### Disability Services

#### ADA Compliance

Susan Blanchard, Director of Student Services, Watts 107, (804) 278-4204 , [sblanchard@upsem.edu](mailto:sblanchard@upsem.edu)

#### Learning Disabilities

Stan Hargraves, Registrar, Watts 307, (804) 278-4379 , [shargraves@upsem.edu](mailto:shargraves@upsem.edu)