**Accessibility Policy (for Persons with Disabilities)**

*(Affirmed by the Board of Trustees, October, 2007)*

Saint Paul School of Theology policies and procedures insure the full participation of persons with disabilities in the life of Saint Paul. No otherwise qualified person shall be subject to discrimination in employment due to any disability, and otherwise qualified students with documented disabilities will be afforded an equal opportunity to participate in and benefit from all education programs and activities at Saint Paul. These policies are in accordance with biblical concerns for justice and are grounded in the acknowledgement of the worth, dignity, and rights of all the people of God.

This policy is also in accordance with Section 504 of the Rehabilitation Act of 1973, which states that: “No otherwise qualified person with a disability in the United States . . . shall, solely by reason of . . . disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Because Saint Paul students are eligible for loans that are federally insured, Saint Paul is covered by this Act.

**Needs and Limitations**

Saint Paul provides reasonable accommodations for known physical and mental limitations of students and employees; therefore, persons seeking accommodations need to communicate the limits relevant to their situation via the procedures described in this section.

**Information and Support**

Students seeking accommodation should contact the Associate Dean of Students (Resurrection Campus) or the Associate Dean and Associate Director of Contextual Education (OCU Campus); employees seeking accommodation should contact Human Resources. These offices maintain the forms necessary for medical documentation of disabilities, which are required before any accommodation can be considered. All disability services and accommodations for persons connected with Saint Paul School of Theology at Oklahoma City University campus will be approved by Saint Paul personnel.

Following receipt of medical documentation from the student, reasonable accommodations for specified needs will be determined by the Associate Dean of Students (Resurrection Campus) and/or the Associate Dean and Associate Director of Contextual Education (OCU Campus). Employees will submit

medical documentation to Human Resources who will determine reasonable accommodations for specific needs. These individuals will work with the student or employee to provide reasonable accommodations for documented needs. This includes identifying persons to whom this information will be released.

If needs change, the additional medical documentation of this need should be communicated as soon as possible to the Associate Dean of Students (Resurrection Campus) or the Associate Dean and Associate Director of Contextual Education (OCU Campus). An employee should submit their additional documentation to Human Resources (Resurrection Campus).

Any continuing concerns regarding disabilities and reasonable accommodations are to be communicated to these same offices/personnel. More information regarding the Oklahoma City University Student Health Clinic and Disability Services can be found at <http://www.okcu.edu/campus/resources/disability/index> and <http://www.okcu.edu/students/health/index>.

**Doctoral Students**

Doctoral students should be aware that the doctoral program has standards and expectations that are different from and higher than those of Master’s level degrees. Accommodations used in other degree programs may not be considered reasonable at the doctoral level, or may apply differently to work at the doctoral level.

**Testing**

If a student is required by the seminary to have testing done (e.g., to test for learning disabilities), the seminary will pay the costs. If a student initiates a request for testing, the student will ordinarily pay the costs.