

Student's Rights and Responsibilities Agreement
Anabaptist Mennonite Biblical Seminary
CONFIDENTIAL

When completed, this form is filed in the academic dean's office where it will remain for five years after the student graduates or withdraws from AMBS.

Students initial each line as a sign of understanding their rights or responsibilities.

_____ **Students Rights**

1. Students with a documented disability are entitled to appropriate and reasonable accommodations in their academic courses and in their learning or living environments so that they are able to fulfill the standards and requirements of their chosen degree programs on an equal basis with their peers. This right is in accordance with the Americans with Disabilities Act (1990) and Section 504 of the Rehabilitation Act of 1973.
2. Students have the right to assume that they will not experience discrimination based on their disability in AMBS programs, in access to resources or services, and in community activities.
3. Students have the right to assume that reporting problems or starting a grievance process will not lead to retaliation on the part of any AMBS employee or student.

_____ **Student Responsibilities**

1. Students seeking academic accommodations or environmental accommodations must provide written documentation of the disability.
2. Students must request academic accommodations in a timely manner by contacting the academic dean for the appropriate request form and informing their advisor of accommodation needs before the start of the upcoming term. This allows sufficient time for the academic dean, the professors involved, and possibly the students' advisors to negotiate the requested accommodation(s). Students with permanent disabilities need to complete the accommodation form once during their period of study at AMBS. Students with short-term disabilities or disabilities that are subject to improvement through medical intervention must submit an accommodation form for courses in every term in which they are seeking accommodations.
3. Students who do not submit their accommodation form in a timely manner, and thus delaying the accommodations negotiation process, will have the advantage of the accommodations **only after** the accommodations are approved. Accommodations are not retroactive.

4. Students should report any problems with their approved accommodations to their advisors and to the academic dean.
5. Students will also exercise their own agency in asking for what they need as well as offering their gifts and skills in the life of the AMBS community.
6. Students must follow all seminary policies spelled out in the AMBS catalog and the Academic Policies and Procedures Manual, the AMBS community life policies, and the AMBS shared commitments document introduced in the Leadership Education in Anabaptist Perspective orientation course.

Services for Students with Disabilities Responsibilities

1. AMBS provides reasonable accommodations for students with a documented disability on a case-by-case basis.
2. The academic dean and the students' advisors will assist students in exercising their own agency in daily life at AMBS and in expressing self-advocacy in resolving problems that arise with approved accommodations.
3. The academic dean, the students' advisors, and the students' professors are not responsible for problems with accommodations that were not requested or were not brought to their attention in a timely way.
4. The academic dean will provide information about the types of disabilities represented in the AMBS student body and, when necessary, provide continuing education for professors to expand their approaches to teaching students with a particular disability.
5. The academic dean or students' advisors will support students in pursuing a grievance process if conflicts related to approved academic or environmental accommodations or instances of discrimination based on disability cannot be resolved otherwise.

Grievance Procedure

1. Students, who have experienced problems related to the approved academic accommodations or have experienced academic discrimination based on their disability, should first discuss the situation with their professor(s) directly to resolve the matter. If this direct address is not possible for whatever reason, students should contact the academic dean to determine whether a grievance process is warranted.
2. Students, who have experienced discrimination based on their disability from other peers based on their disability, should first discuss the situation with their peers to resolve the matter. If this direct address is not possible for whatever reason, aggrieved students should contact the academic dean, their advisor, or the campus pastor to determine whether a grievance process is warranted.

3. When conflicts related to academic and environmental accommodations cannot be resolved through direct address, students may elect to report a grievance to the AMBS grievance team. Members of this team will help the aggrieved students determine what level of the grievance procedure to pursue and will initiate the process.
4. In any situation in which discrimination based on disability has occurred, AMBS will take steps to educate employees and students about the nature of discrimination and will take appropriate steps to prevent future occurrences.

Student Understandings

1. I have access to AMBS Central in the current learning management system where I can find all of the AMBS policies and procedures that pertain to me as a student.
2. I understand that if I fail in the responsibilities listed above, then I may not receive the accommodations that I have requested. I understand that my professors are not required to allow accommodations for my disability if I have not completed my responsibilities.
3. I have met with the academic dean, who has explained my rights and responsibilities, along with my advisor. We have reviewed the AMBS grievance policy, in the event that I would need to bring a grievance.
4. I understand that AMBS can serve me best if limited but important information about my disability is shared with my advisor and my professors. I understand that in signing this form, I give permission for the academic dean, my advisor, and my professors to talk with me and each other as we negotiate accommodations and ways to support my studies, community participation, and living arrangements at AMBS.

Student

Date

Academic Dean

Date

Student's Advisor

Date