

ACCOMMODATION REQUEST FORM

Request must accompany documentation and be returned to the Associate Dean’s Office no later than October 1st for the Fall semester, March 1st for the Spring semester or July 1st for the Summer semester.

Name _____

Dawg Tag # _____ E-mail _____@siu.edu

Telephone Number _____

Disability _____

Documentation: Attached Previously Provided

Is this accommodation requested with respect to exam taking? Yes _____ No _____

Accommodation requested (be as specific as possible) _____

Remember to fill out a Renewal Request for Accommodation prior to the start of each subsequent semester.

Signature of Student

Date

FOR ADMINISTRATIVE USE ONLY

The following accommodations will be permitted and will be provided as noted:

The following accommodations have not been permitted for the following reasons:

Signature of Associate Dean

Date

I accept _____ / reject _____ the accommodation offered by the Associate Dean

Signature of Student

Date

1. IDENTIFYING THE NEED FOR ACCOMMODATIONS

Students with disabilities who require accommodations must make those needs known to the Associate Dean as soon as possible. It is the student's responsibility to make these needs known in a timely fashion and to provide appropriate documentation and evaluations in appropriate cases. See **Appendix A** for information regarding documentation requirements and payment for such documentation. A student should not assume that this information is known to the Associate Dean simply because the student's application for admission to Law School indicates the presence of a disability.

Students who do not require accommodations need not make their disabilities known. The information on the student's disability and accommodations is treated as confidential information under applicable federal, state, and university laws and policies and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty members who are apprised of a disability are advised that this information is confidential.

In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make a request of the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request of the Associate Dean.

2. ACCOMMODATIONS

The Law School will make reasonable accommodations to students with appropriately-documented disabilities. Such accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively. Students requesting accommodations should identify their needs as early as possible to the Associate Dean. The Associate Dean will meet with the student to develop an appropriate accommodation plan. The Associate Dean may consult with other persons who have experience in this area (including the University's Disability Support Services), and they may make recommendations in response to the request.

a. Academic Modifications

Academic modifications include reduced course loads, extending the amount of time for graduation, allowing part time programming, providing extensions of time for completing assignments, course substitution, and similar modifications. Only modifications that do not fundamentally alter the nature of the program and that are not unduly burdensome financially or administratively are required by law. While the Law School must provide justification for refusing to allow a requested reasonable accommodation, higher education institutions are given substantial deference in establishing their academic requirements.

Requests for academic modifications should be made to the Associate Dean. In appropriate cases, the adjustment will be made in consultation with faculty. For example, the Associate Dean may permit a reduced course load administratively, but modifications such as extensions of time for completing course requirements will be made by the Associate Dean in consultation with the appropriate faculty member.

b. Auxiliary Services

Auxiliary services may include interpreters, note takers, readers, assistance with photocopying and library retrieval, and other support services in connection with the academic programming. Services for personal use are not provided.

The Law School does not provide individual tutorial assistance tailored to the special needs of learning disabled students. There is a tutorial program for first-year students, which does not discriminate on the basis of disability. The Associate Dean may refer learning disabled students either to the university's office for Counseling and Testing or the university's Disability Support Services office in order to obtain additional help in appropriate cases.

Students requiring auxiliary services should direct requests initially to the Associate Dean. The Associate Dean may request that the student seek eligibility for some such services (such as readers or interpreters) from the Illinois Department of Rehabilitation Services or other no-cost service providers. The Associate Dean will work with the student and with the university's Disability Support Services in facilitating such services. Because obtaining these services can be time consuming and costly, students must make such requests to the Associate Dean as early as possible after being accepted for admission.

The law library is a vital component in legal education. Students with disabilities are strongly encouraged to contact the Library Director prior to the start of classes to discuss specific modes of accommodation. Students who use speech synthesizers, braille converters or similar assistive devices will be provided with a lockable carrel in the library in which they may keep and use their equipment. Other accommodations may include early access to on-line full-text databases for those students for whom printed books may be inadequate. The library staff is trained to be alert and sensitive to the needs of all patrons.

c. Exam Modifications

Exam modifications may include additional time to take the exam, time allowed for rest breaks, use of a reader or amanuensis, being allowed to eat, separate exam room, taking the exam at a time other than the regularly scheduled time, or use of a computer, tape recorder or other auxiliary aid. Students requesting certain exam modifications may be asked to ascertain the format of the exam in order to determine the appropriate modification. For example, if the student has difficulty writing, but does not have difficulty reading, the need for additional time would be affected by whether the exam was to be in a multiple choice format or an essay format.

All exam modification requests are to be directed to the Associate Dean. In determining the exam accommodation, the Associate Dean will ordinarily consult with the faculty member involved and will take reasonable steps to keep the student's identity confidential. Because of the time to arrange these requests, students must make such requests no later November 1st for the Fall semester, April 1st for the Spring semester and July 1st for the Summer semester. Exam accommodation requests must be renewed each semester. The form for a renewed request for exam accommodation is available in the Registrar's Office. Depending on the nature of the disability, new or updated documentation may be required.

d. Modification of Policies and Practices

Class attendance is deemed to be a fundamental aspect of legal education. For that reason, ordinarily faculty members will not be expected to waive the Law School's attendance policy for students with disabilities. Students believing that their situations are extraordinary should direct requests to the Associate Dean, who will consult with the faculty member regarding such requests. Because reduced course loads and other accommodations are available, it would be extremely unusual that an alteration to the attendance policy would be a necessary reasonable accommodation.

3. BAR EXAMINATIONS AND CAREER COUNSELING

Law students with disabilities who believe they will require accommodations in taking the bar examination should inquire early in their legal education as to what will be necessary to obtain accommodations. Information on how to contact bar examiners in all states is available from the Associate Dean, the Assistant Dean for External Affairs or the staff of the Career Services Office and the Registrar's Office. Many state boards of bar examiners will request that the law school provide information on accommodations received during law school. Such information will be provided by the Associate Dean upon a written release from the student.

The Career Services Office provides assistance to all students and does not discriminate on the basis of disability. Students requesting accommodations with respect to services provided by the Career Services Office should direct the request to the Assistant Dean for External Affairs. Students

who believe that an employer using the services of the Career Services Office has discriminated on the basis of disability should bring that to the attention of the Assistant Dean for External Affairs.

4. GRIEVANCES

Students who request accommodations from faculty, the Director of the Law Library, the Assistant Dean for External Affairs, the Director of the Legal Clinic, or staff members and who believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should bring this matter to the attention of the Associate Dean. If the Associate Dean is unable to resolve the matter informally, or if the student is unsatisfied with the resolution, the student may file a grievance pursuant to the Law School Rules (Rule IV.4).

5. SPECIAL PROBLEMS FOR CERTAIN DISABILITIES

Students with psychological impairments, including alcohol or drug addiction, are urged to seek help from the university's Counseling Center (453-5371), a part of Student Health Programs. Such counseling is confidential and is not part of the student's official record. Students should be aware that while reasonable accommodations may be appropriate to some students with such disabilities, all students are held to the same academic performance standards. Law school is stressful, and students whose disabilities justify accommodations such as a reduced course load have the obligation to request accommodation before academic failure. Problems such as exam anxiety and chronic lateness will not ordinarily be considered to be disabilities justifying accommodation.

APPENDIX A DOCUMENTATION POLICY

1. Verification of Physical Disabilities

A student with a physical disability must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability. The student shall provide the verification documentation to the Associate Dean (or the Assistant Dean of Admissions and Student Affairs if the documentation is submitted in connection with an application for admission to the Law School). The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the Law School shall have the discretion to require supplemental assessment of a physical disability. The cost of the supplemental assessment shall be borne by the student. If the Law School requires an additional assessment for purposes of obtaining a second professional opinion then the Law School shall bear any cost not covered by any third party payor.

2. Verification of Learning Disability

A student with a learning disability must provide professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. The cost of obtaining the professional verification shall be borne by the student.

The four criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are: (1) average or above average intelligence as assured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities; (2) the presence of a cognitive-achievement discrepancy or an intra-cognitive discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to a student's sub-scale or full-scale IQ; (3) the presence of disorders in cognitive or sensory processing such as those related to sensory, language, or attention; and (4) an absence of other primary causal factors leading to achievement below expectations such as visual or socio-economic circumstances, or deficiencies in intellectual ability.

Documentation verifying the learning disability must:

- (A) be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;
- (B) include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
- (C) reflect the individual's present level of functioning in the achievement areas of: reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, and spelling; and
- (D) reflect the individual's present level of functioning in the areas of intelligence and processing skill.

The assessment must provide data that support the requests for any academic adjustment. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense.

If the Law School requires an additional assessment for purposes of obtaining a second professional opinion then the Law School shall bear any cost not covered by any third party payor.

3. Verification of Temporary Disability

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability must reflect the student's current level of disability, and shall be reasonably current (usually no older than 60 days). The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations the Law School shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear the cost.