

Marquette University Law School

Request for Accommodation Due to Disability

Students with a temporary or permanent disability may be entitled to receive certain academic adjustments and reasonable modifications or use certain auxiliary aides and services in the process of fulfilling course or degree requirements. However, no accommodation will be considered reasonable that alters fundamental course content or places undue administrative or financial burden on Marquette University. Disabled students are required to meet the essential academic and technical standards established by the Law School, with or without accommodations.

The process of requesting academic accommodation due to a documented disability begins with meeting a representative from the Office of Disability Services (Please link to: <http://www.marquette.edu/disability-services/> for more information). Once the Office of Disability Services verifies a student's disability, that student should meet with the Law School Registrar to arrange for accommodations. The purpose of this meeting is to verify a student's eligibility to receive accommodations and to determine his/her specific needs. In preparation for this meeting, the student is asked to respond to the questions in the Request for Academic Accommodations form (attached). The completed form should be submitted to the Law School Registrar at least 24 hours in advance of the scheduled intake assessment meeting.

Subsequent to these initial meetings, a decision letter will be sent to the student specifying the accommodations granted by the Law School. A copy of this letter will also be sent to the University's coordinator of disability services. Disabled students are encouraged to meet with the Law School Registrar at least once per semester to discuss any changes in their situation.

POLICY FOR ACCOMMODATIONS IN NON-EXAM COURSES. In courses in which grades are based primarily on something other than a single final examination, such as Legal Writing courses, seminars, workshops and Advanced Legal Research courses, the following may be considered a reasonable accommodation for a student whose documented disability involves a significant reading and/or writing deficiency:

- ❖ Student may receive up to one week of additional time for individual reading or writing assignments.

Regardless of extensions granted for one or more individual assignments, all coursework must be completed no later than the last day of the semester, as defined by the instructor (e.g., date of final examination). If a final examination is to be given in this type of course, it will be administered according to the original accommodation decision provided by the Law School.

This type of request must be submitted to the Law School Registrar at the beginning of the semester (i.e., no later than the Drop/Add deadline) in which the non exam course is to be taken. The appropriateness of providing an extension of time is determined based on consultation between the course instructor, who is in the best position to ensure that an accommodation does not fundamentally alter the nature of the course or its essential requirements, and the Law School Registrar, who may be more familiar with the student's individual disability and needs.

Any proposed accommodation that provides more time for completion of an assignment other than as provided in this policy must be reviewed and approved in advance by the Associate Dean for Academic Affairs.

CONFIDENTIALITY POLICY. The Law School will treat all documentation and discussions regarding a student's disability confidentially. Information about a student's disability will be shared, at the discretion of the Law School Registrar, only with appropriate University or Law School administrators and faculty members who have a legitimate educational interest.

During your tenure at Marquette University Law School, all materials related to your disability are kept separate from your academic file, and upon graduation these materials will be forwarded to the Office of Disability Services for archiving. After graduation, any inquiries about accommodations that were received while you were a law student should be addressed to the Office of Disability Service.

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Request for Accommodation Due to Disability

PART A – STUDENT INFORMATION

NAME:

MU ID:

ADDRESS:

PHONE 1:

PHONE 2:

EMAIL:

PART B – DISABILITY INFORMATION

1. NATURE OF YOUR DISABILITY (CHECK ALL THAT APPLY)

Blind/partially sighted

Deaf/hard of hearing

Physical disability

ADD/ADHD

Learning Disability

Psychological/psychiatric disability

Is this a permanent condition? Yes No

If "no," when is the condition/disability likely to abate? _____

2. VERIFICATION OF DISABILITY

NOTE: You are required to provide the Office of Disability Services with a copy of documentation of your disability obtained from a qualified professional. This documentation must include: (a) credentials of diagnostician; (b) statement of specific disability. Please link to: <http://www.marquette.edu/disability-services/> for more information.

You are required to provide the Law School: (a) a description of requested accommodation; (b) a description of accommodations received for the L.S.A.T.; (c) a description of past accommodations received in undergraduate studies.

PART C – ACCOMMODATIONS INFORMATION

Did you receive accommodations or services for your disability while in college? Yes ___
No ___
NA ___

If “yes,” please describe the types of accommodations or services that you received.

Did you receive modifications for exams while in college? Yes ___
No ___
NA ___

If “yes,” please describe these modifications.

Were you granted special accommodations for taking the L.S.A.T. exam?

Yes ___
No ___
NA ___

If “yes,” please describe the accommodations you received from L.S.A.C.

Please describe any additional accommodations you have received for a disability that may be pertinent to the legal education environment.

Please describe, in detail, the specific accommodations you are requesting from Marquette University Law School.

By signing this form you are attesting to the completeness and accuracy of the information provided. Also, you consent to release any information provided, whether orally or in writing, to the Associate Dean for Academic Affairs and, at his or her discretion, to any other Law School administrator or faculty member with a legitimate educational interest in your situation.

SIGNATURE

DATE

Office Use Only

Intake assessment _____

Documentation received Yes _____

No _____

If "no," date anticipated _____

Notes

Accommodations Recommended

Exams: Extended time (specify) _____
 Special equipment (specify) _____
 Distraction-reduced environment _____

Other: 1 _____

 2 _____

 3 _____

SIGNATURE _____

DATE _____