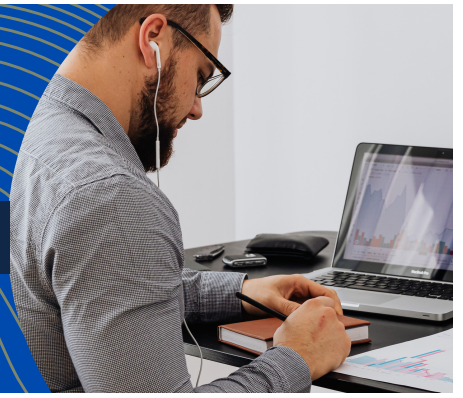


# GENERAL INSTRUCTIONS

## REQUESTING TEST ACCOMMODATIONS



Testing accommodations are available to individuals with mental or physical disabilities as defined. When completing the required forms, the student and their physician/specialist should request what they think is necessary to allow the student to compete on an equal basis with all other students and must provide adequate documentation and rationale to support the diagnosis and their request for accommodations. Petitions for testing accommodations are processed on a case-by-case basis.

Petitions and accompanying documentation for testing accommodations must be sent to the Disability Services department at least three weeks prior to the start of a course in order to allow adequate time to process the request. Requests received later than this will be considered, however there is a risk that the request cannot be reasonably evaluated or implemented before the course commences. Taft Law School makes its best effort to process petitions for testing accommodations expeditiously but does not process petitions that are incomplete.

Please note that petitions for testing accommodations are processed on a case-by-case basis.

## **These definitions apply to the rules on and petitions for testing accommodations.**

### **Disability**

A physical or mental impairment that limits one or more of an student's major life activities, and limits an student's ability to demonstrate under standard testing conditions that the student possesses the knowledge, skills, and abilities tested on an examination.

### **Physical Impairment**

A physiological disorder or condition or an anatomical loss affecting one or more of the body's systems.

## Mental Impairment

A mental or psychological disorder such as organic brain syndrome, emotional or mental illness, attention deficit/hyperactivity disorder, or a specific learning disability.

## Reasonable Testing Accommodation

An adjustment to or modification of standard testing conditions that addresses the functional limitations related to an student's disability by modifications to rules, policies, or practices; removal of architectural, communication, or transportation barriers; or provision of auxiliary aids and services, provided that they do not :

- ☐ compromise the security or validity of an examination or the integrity of the examination process;
- ☐ impose an undue burden on Taft Law School; or
- ☐ fundamentally alter the nature of an examination or the School's ability to assess through the examination whether the student
  - possesses the knowledge, skills, and abilities tested on an examination;
  - meets the essential eligibility requirements for admission.



## Filing Deadlines

**Students with disabilities are encouraged to make requests for accommodations as early as possible, such as the beginning of their studies in law school.** Initial processing of a petition generally takes a minimum of 30 days and processing of petitions requiring review by outside consultants retained by the School or those requiring students to submit additional documentation may take longer. In order to ensure that processing is completed timely and that students are able to avail themselves of all administrative remedies, such as filing an appeal, **early filing is strongly encouraged.**

All first-time petitions, requests for expanded accommodations and petitions filed by students with temporary disabilities must be: 1) filed separately from other petitions; 2) on the School's forms; and, 3) include all necessary documentation and attachments. Petitions for testing accommodations during administration of an examination based on disabilities

existing prior to the examination must be filed at least 21 days before the examination. Petitions without the required forms and documentation will not be considered complete and will not be processed until brought to a complete status.

Petitions for acceptance of a testing accommodations petition on an emergency basis, will be considered on a case by case basis. The fact that an student was unable to get an appointment with his/her specialist before the final filing deadline is not grounds for consideration as an emergency petition.

## Previously Approved Accommodations

Students who retake the examination must indicate during the application process, that they want the same testing accommodations as previously granted and choose a testing accommodations test center. It is not necessary to resubmit supporting documentation that was submitted with a previous request, provided (1) the physician/specialist specified that the accommodations were permanent; (2) the student took an examination within the preceding three years; (3) the student is requesting the same accommodations that were received previously; and (4) has had no material changes in his/her condition. New supporting documentation is required if there is any change in the accommodations requested. An update to prior medical documentation assessing the student’s current functional limitations and ongoing need for accommodations may be required if the nature of the student’s disability or disabilities is changeable. The School reserves the right to request an update to prior documentation in all cases if it determines that the prior documentation is insufficient to establish the student’s current level of impairment and need for accommodations.

## Appeals

An appeal of a denial or modification of an accommodation for administration of an examination must be received by the School no later than the first day of the month in which the examination is scheduled to be administered. The deadline will not be extended.



## How to Submit A Complete Petition

There are [eight separate forms](#), but you need only submit those forms and documents that are relevant to your particular disability.

**IMPORTANT NOTE:** Some of the forms that must be submitted with your request must be completed by third parties and returned to you for submission to the School. Make certain that you request completion of these forms by the third parties in a timely manner so that you are able to submit your request by the deadline. A petition will not be considered complete until all necessary forms have been received.

## **STEP 1**

**Have a qualified professional complete the applicable disability verification form(s) and return it to you for submission to the School.**

There are separate forms for learning disabilities, AD/HD, psychological disabilities, visual disabilities, and physical disabilities. You will need to complete the top portion of the applicable disability verification form and request that your qualified professional complete the rest of the form and return it to you. Your qualified professional should attach to the completed disability verification form a comprehensive evaluation report and/or relevant records, as specified in the form.

## **STEP 2**

**Gather verifying documentation of your history of accommodations requests, if any.**

You may provide verification of your accommodations history, such as a copy of the letter(s) you received from the entity notifying you of the specific accommodations granted or denied. The verification should identify the time frame (e.g., third year of law school) and the nature of the disability (e.g., AD/HD) for which any accommodations were granted or denied. If you received accommodations as a result of an Individualized Education Plan (IEP) or a 504 Plan, please provide copies of all IEPs or 504 Plans.

## **STEP 3**

**Complete and Sign Form A: Petition for Testing Accommodations**

Attach all relevant forms and documents, as indicated above, so that all required documentation is provided in one submission.