



REASONABLE ACCOMMODATIONS APPLICATION INFORMATION SHEET

POLICY:

Concordia University School of Law is committed to the full access and inclusion of all qualified students in its programs. Student Affairs at Concordia Law and Concordia University Disabilities Support Services (DSS) will coordinate reasonable and appropriate accommodations for students with documented disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). If you are an individual with a documented disability, you may be eligible for accommodation. The ADA defines a disability as a physical or mental impairment that *substantially* limits one or more major life activities. Disabilities may include, but are not limited to, sensory impairments, mobility impairments, chronic illness, learning disabilities, and psychiatric disabilities.

Under ADA/504, it is your responsibility as a student to disclose your documented disability if you wish to request accommodations for that disability. Every reasonable effort will be made to accommodate your eligible needs in a timely manner. Students are required to submit all requests for accommodation no later than the second Friday of each academic semester, or as soon as a new diagnosis is known. *To ensure the protection of anonymity and resource availability, all testing, quiz, and exam accommodations must be requested 3 weeks prior to the date of scheduled administration.* Exceptions to this timeline will be considered for a new or changed diagnosis.

REQUESTS FOR ACCOMMODATION:

Under Federal law, the individual requesting accommodation must provide documentation from a physician or appropriate diagnostician for any requested accommodations. It is your responsibility as a student requesting accommodation to present documentation and request accommodation in a timely manner. Reasonable time must be allowed to complete the accommodation process.

In order for a request for reasonable accommodations to be considered by Concordia University School of Law, all the forms pertaining to the request must be completed by the appropriate parties and returned to Student Affairs at Concordia Law. It is preferable that all of the forms be submitted at the same time. However, if there are circumstances that prevent a student from submitting the supporting documents in a timely manner, the student should indicate on a cover letter the anticipated date and from whom these documents are being sent.

TIMELINE FOR REQUESTS:

Students are required to submit all requests for accommodation no later than the second Friday of each academic semester, or as soon as a new diagnosis is known. *To ensure the protection of anonymity and resource availability, **all testing, quiz, and exam accommodations must be requested 3 weeks prior to the date of scheduled administration.*** Exceptions to this timeline will be considered for a new or changed diagnosis.

All other approved accommodations will be arranged within a reasonable time.



APPLICATION FOR REASONABLE ACCOMMODATION FORMS:

To be completed by the student:

- **Reasonable Accommodation Eligibility Questionnaire (AEQ)**
This form must be completed by the student. A detailed personal statement must accompany this form. After completed for a diagnosis, this form will only need to be completed again if the diagnosis changes.
- **Accommodation Renewal Form (ARF)**
This form must be completed by the student within the first two weeks of **each term** (Fall/Spring/Summer) to receive accommodation(s) for that term.

To be completed by an appropriate professional. (Portions of these descriptions are taken from the Idaho State Bar's Reasonable Accommodations Application Information Sheet and may be shared with the diagnosing professional for guidance but are not dispositive as to whether accommodations will be granted by the Law School.)

- **Physical Impairment Verification and Accommodations Request Form.**
To ensure provision of appropriate and reasonable accommodations, Concordia University School of Law requires students to provide current (within 5 years) and comprehensive documentation of a physical disability or medical impairment. This form and accompanying documentation must be completed by the student's diagnosing or treating physician or a licensed professional with specific expertise in the field related to the student's impairment. The documentation should include testing and a complete history indicating the onset date, symptoms, severity, limitations to functional activities, and current treatment regime. The treating physician, or licensed professional, must be specific about any recommendations for reasonable accommodations and include his or her credentials.
- **Learning Disability Verification and Accommodations Request Form**
To ensure provision of appropriate and reasonable accommodations, Concordia University School of Law requires students to provide current (within 5 years) and comprehensive documentation of a learning disability, including problems with reading or other specific skills or cognitive problems related to history of illness or injury. This form must be completed by a licensed psychologist or neuropsychologist with specialized expertise in the assessment of learning disabilities. The professional must provide evidence of the current impairment, describe the type and extent of the disability and specify the effect of such disability on an applicant's ability participate in the classroom and during examinations. The diagnostic report must include copies of the evaluation and a thorough battery of age-appropriate psychological tests and test scores administered within the last five years from the date the reasonable accommodation was requested. The test scores obtained and the interpretations of these scores must provide evidence of the current impairment and establish a rationale that supports the need for specific accommodations. The professional must be specific about any recommendations for classroom or testing accommodations and must provide his or her credentials.



- **Attention Deficit-Hyperactivity Disorder Verification and Accommodations Request Form**

To ensure provision of appropriate and reasonable accommodations, Concordia University School of Law requires students to provide current (within 3 years) and comprehensive documentation of disability. This form must be completed by a licensed professional with specialized expertise in the assessment of learning disabilities such as an educational psychologist or a neuropsychologist. The professional must provide evidence of the current impairment, describe the type and extent of the disability and specify the effect of such disability on an applicant's ability participate in the classroom and on exam performance. The diagnostic report must include copies of the evaluation and a thorough battery of age-appropriate psychological tests and test scores administered within the last three years from the date the reasonable accommodation was requested. The test scores obtained and the interpretations of these scores must provide evidence of the current impairment and establish a rationale that supports the need for specific accommodations. Additionally, because distinguishing normal behaviors (e.g., procrastination, disorganization, distractibility, restlessness, boredom, academic underachievement or failure, low self-esteem, chronic tardiness or poor attendance) from clinically significant impairment is challenging, a multifaceted evaluation should also address the intensity and frequency of the symptoms and whether these behaviors substantially limit one or more major life activities. Although many individuals benefit from prescribed medications and therapies, apposite response to medication by itself does not confirm a diagnosis, nor does the use of medication in and of itself either support or negate the need for accommodations. The professional must be specific about any recommendations for classroom or testing accommodations and must provide his or her credentials.

OTHER IMPORTANT CONSIDERATIONS:

The diagnosing professional should note that the student may be using this same documentation in requesting accommodations for his or her bar examination following law school. Thus, it may be in the students best interest if assessments, testing, and documentation are also in compliance with the testing and documentation guidelines set forth by the jurisdiction(s) in which the student wishes to sit for the bar exam. ***However, students should be aware that a grant of classroom or examination accommodations through the Law School in no way guarantees that the student will be granted the same, similar, or any accommodations in Idaho or any other jurisdiction for the bar examination.*** Students should visit the state bar's website for the jurisdiction in which they intend to practice to review that state's requirements in requesting reasonable accommodations.

Documentation requirements and learning disability testing guidelines for the Idaho State Bar's Application for Requesting Reasonable Accommodations are available at:
http://isb.idaho.gov/admissions/bar_exam/reasonable_accommodations.html.

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CONCORDIA UNIVERSITY
SCHOOL OF LAW

Submit to: Student Affairs
Ph: 208-639-5464
Fax: 208-639-5498

MORE INFORMATION:

If you have any further questions, please contact Student Affairs:

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