

## **Accommodation Procedures for Students Enrolled in the Juris Doctor Program**

This policy applies to students enrolled in the Juris Doctor program through the Cumberland School of Law who wish to request accommodations. The information provided outlines the collaborative procedures between Disability Resources and the Director of Student Services and ADA Compliance for the Cumberland School of Law.

The office of Disability Resources is responsible for verifying disability and determining eligible accommodations for all students enrolled in the University. Once a student has been deemed eligible to receive accommodations, accommodation support is provided to assist the student in following procedures for notifying faculty and making appropriate arrangements to receive accommodations each semester.

### **Initiating a Request for Accommodations**

Juris Doctor students who wish to request accommodations should follow Disability Resources' procedures for submitting an application for accommodations, submitting disability documentation, and participating in an Intake meeting. Information on this procedure, including documentation guidelines, is available through the following link: <http://www.samford.edu/departments/disability-resources/requesting-accommodations>.

Disability Resources will evaluate the evidence presented to determine accommodations the student is eligible to receive. If a student received accommodations during their Samford undergraduate program and will be enrolling in the Juris Doctor program, the student does not need to begin the registration process again, but should contact Disability Resources to discuss accommodations for a graduate program.

Once a determination has been made, the student will receive an eligibility letter via email outlining the approved accommodations. This letter will also be emailed to the Director of Student Services and ADA Compliance for the Cumberland School of Law. The student is responsible for meeting with the Director of Student Services and ADA Compliance to review students' rights and responsibilities, discuss how the approved accommodations will apply in law courses, determine if any accommodations conflict with an essential requirement, and discuss any related procedures. Once this accommodation meeting is complete, the Director of Student Services and ADA Compliance will facilitate a notification of accommodations to faculty. Each subsequent semester, the student is responsible for discussing accommodations with the Director of Student Services and ADA Compliance. Accommodations are not retroactive and will only take effect upon meeting with the Director of Student Services and ADA Compliance.

## **Requests for Provisional, Temporary, or Additional Accommodations**

Students who provide evidence that does not fully meet Disability Resources' documentation guidelines may be eligible to receive provisional accommodations for the duration of one term while working to submit additional supporting documentation. Any documentation should be submitted to Disability Resources for review. If it is determined that the documentation meets the guidelines, and accommodations can be permanently approved, Disability Resources will notify the Director of Student Services and ADA Compliance of the change in status from provisional to permanent. If additional documentation is not submitted, accommodations will be discontinued at the end of the current term, and the Director of Student Services and ADA Compliance will be notified.

Students who sustain an injury or develop a temporary impairment may consult with the Director of Student Services and ADA Compliance to arrange temporary accommodations. Any student who is already receiving accommodations and wishes to request additional accommodations should contact Disability Resources to initiate eligibility determination. A meeting with Disability Resources and the submission of additional documentation may be required depending upon the nature of the additional accommodation request and the documentation currently on file. Approval of additional accommodations will be communicated to the Director of Student Services and ADA Compliance, with whom the student will discuss the implementation of these additional accommodations.

## **Confidentiality**

Students are entitled to confidentiality of their disability. Information that is confidential in nature includes the student's specific diagnosis and nature of the disability, documentation submitted by the student, and the student's approval for accommodations. This confidential information cannot be released by Disability Resources or the Director of Student Services and ADA Compliance without the student's consent.

Disability Resources collects information from the student regarding their disability and documentation from an appropriate professional. This information does not become part of the student's educational record, nor is it shared with other University faculty, staff or officials without the student's consent. Once accommodations have been determined, Disability Resources communicates with the Director of Student Services and ADA Compliance to verify the student's approved accommodations. Information regarding the student's disability is not shared.

Students meet with the Director of Student Services and ADA Compliance to discuss how the approved accommodations will apply in the Juris Doctor program and to make appropriate arrangements to receive accommodations each semester. A student is never obligated to disclose their disability to faculty or staff, but should be prepared to discuss their approved accommodations. The Director of Student Services and ADA Compliance will facilitate

communicating a student's approved accommodations to faculty for the courses in which the students wishes to utilize their accommodations each semester.

Information about a student's use of accommodations will not be shared with other entities, such as state licensing boards, without the student's consent.

### **Distinctions based on Degree Program**

Disability Resources provides accommodation support for all University degree and certificate programs. Due to the nature of testing, which involves block scheduling and anonymous grading, exam accommodation support for students enrolled in the Juris Doctor program is coordinated and facilitated by the Director of Student Services and ADA Compliance for the Cumberland School of Law.

While the majority of classroom accommodations for the Juris Doctor program are coordinated by the Director of Student Services and ADA Compliance, certain accommodations are coordinated by Disability Resources on a student's behalf. Examples of these accommodations include e-text (i.e., text and materials in an alternative format) and sign language interpreting or captioning services. In addition to completing an accommodation meeting with the Director of Student Services and ADA Compliance, students with certain accommodations may also be asked to complete an accommodation meeting with Disability Resources to discuss procedures for requesting accommodations that are coordinated by Disability Resources.

Students enrolled in a joint degree program, such as the Juris Doctor/Master of Business Administration or Juris Doctor/Master of Divinity, will receive accommodation support for JD classes from the Director of Student Services and ADA Compliance for the Cumberland School of Law. Accommodation support for all other classes will be provided by Disability Resources or individual faculty, departments or schools. Students enrolled in a joint degree program should expect to interact with both the Director of Student Services and ADA Compliance and Disability Resources to receive accommodation support.

Students enrolled in other programs offered through the Cumberland School of Law, such as the Master of Science in Health Law and Policy, and the Paralegal Certificate, will receive accommodation support from Disability Resources.

### **Accommodations for Standardized Testing / Licensure**

Students may request accommodations for standardized exams, such as the MPRE, and the bar exam. Students are encouraged to review the requirements, as determined by the agency overseeing the exam, related to documentation and verification of previous accommodations. Students are also encouraged to begin their accommodation request early to allow time for processing. Students who wish to request a copy of their documentation to submit along with their request should contact Disability Resources. Students may also need to consult Disability Resources or the Director of Student Services and ADA Compliance to request a memo verifying their receipt of accommodations, or to obtain appropriate signatures.

## **Grievance Procedure**

Questions or concerns regarding the approval or granting of accommodations should initially be directed in writing to Disability Resources. Students are encouraged to review the grievance procedure as outlined on Disability Resources' website:

<http://www.samford.edu/departments/disability-resources/current-students>.

Questions or concerns regarding the provision of accommodations in the Juris Doctor program should initially be directed in writing to the Director of Student Services and ADA Compliance.

During the grievance process, the student is still entitled to receive accommodations recommended by Disability Resources.

### Contact Information:

Director of Disability Resources  
Katy Goodgame  
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