



Policy Title

ADA Accommodations Procedure Policy

Policy Number

1-002

Responsible Unit: Office of Academic Affairs	Effective Date: November 18, 2022
Responsible Official: Health, Wellness, and Disability Director	Last Reviewed Date: November 18, 2022
Policy Classification: Academic Affairs	Last Revised Date: November 18, 2022
	Origination Date: November 19, 2018

I. Policy Purpose

Southern University Law Center (SULC) prohibits discrimination against individuals with disabilities in the administration of its educational policies, admissions policies, and all other SULC administered programs and activities. The purpose of this policy is to inform SULC faculty and students of the process for students to obtain accommodations under the Americans with Disabilities Act.

II. Policy Scope

This policy applies to faculty, staff, and students.

III. Policy Compliance

Failure of a student to abide by this policy may result in a student not obtaining an accommodation under the Americans with Disabilities Act (ADA) of 1990 or Section 504 of the Rehabilitation Act and other applicable state or local laws. Failure of a faculty or staff member to abide by this policy may result in disciplinary action.

IV. Policy Definitions

Not applicable.

V. Policy Development and Implementation Procedure

This policy was developed by the SULC faculty to comply with the ADA, Section 504 of the

Rehabilitation Act and other applicable state and local laws as it relates to prohibiting discrimination against individuals with disabilities and providing reasonable accommodations within SULC's program of legal education.

VI. Policy and Applicable Procedures

A.

1. A student seeking an accommodation may obtain an application from the SULC Health, Wellness, and Disability Director. The request for an accommodation should be submitted as soon as possible once the student is enrolled. The request for an accommodation must be supported by sufficient medical documentation to allow for a determination of whether the requested accommodation is appropriate, and if so, the manner in which it will be granted/exercised.
2. The completed application and supporting documentation must be submitted, to the SULC Health, Wellness, and Disability Director, at least ten (10) business days prior to the date for which the accommodation is needed. However, a student seeking an accommodation for final exams, must submit the completed application and supporting documentation by October 31st of the fall semester, March 31st of the spring semester or by the end of the second week of a summer session, whichever is applicable.
3. Once the application for accommodations and supporting documentation has been received, a meeting must be scheduled with the Health, Wellness, and Disability Director. During this meeting, requested accommodations will be discussed. The Health, Wellness, and Disability Director will make a decision to grant or deny the accommodation request and forward the decision to the student in writing.
4. If the accommodation request granted is for an in-school accommodation, the Health, Wellness, and Disability Director will prepare a letter for the Chancellor's signature which will be addressed and sent to all professors (or other persons) necessary to provide the accommodation. This letter will specifically instruct the addressee of the accommodations to be provided to the student. The letter will also inform the addressee that adjustments should be made, if necessary, to the addressee's standard activities to maintain the anonymity of the accommodated student.
5. If the accommodation request granted is for extended time on a final exam, the Health, Wellness, and Disability Director will inform the Vice Chancellor for Academic Affairs so that the exam software or process being used by the school to administer final exams can be adjusted for the student's accommodation.
6. If a student believes the decision regarding the requested accommodation or the manner in which the accommodation is being granted is inappropriate, then the student can file a complaint under SULC's ADA Grievance Procedure. Such complaints must be filed within seven (7) days of the student being informed of the denial of the requested accommodation or becoming aware of an impropriety in the manner in which the accommodation is being granted. The aforementioned complaint must be filed with the Associate Vice Chancellor of Academic Support, Counseling and Bar Support programs. If a complaint involves the Associate Vice Chancellor of Academic Support, Counseling, and Bar Support programs, then the complaint may be filed with the Associate Vice Chancellor for the Evening Division and Emerging Initiatives. A copy of the complaint will be provided to the Health, Wellness, and Disability Director or unless the Health, Wellness, and Disability Director is the subject of the complaint.
7. A student who believes that this policy has been violated can file a complaint under SULC's

ADA Grievance Procedure. The complaint must be filed within seven (7) days of the student becoming aware of a violation of the SULC policy regarding accommodations, regardless of whether the complaint is regarding an in-school accommodation or an accommodation on exams.

8. Once a complaint is received under this policy, the Chancellor will appoint an ADA Grievance Committee which will be composed of a total of three (3) members. It will be chaired by the Associate Vice Chancellor of Academic Support, Counseling, and Bar Support programs unless the complaint involves the Associate Vice Chancellor of Academic Support, Counseling, and Bar Support, in which case it will be chaired by the Associate Vice Chancellor for the Evening Division and Emerging Initiatives.
9. The complaint will be investigated by the ADA Grievance Committee and a decision will be issued by that committee within fourteen (14) days of commencing the investigation.
10. The decision of the committee will be placed in writing and forwarded to the student, the Health, Wellness, and Disability Director (where appropriate), and any other relevant person based on the nature of the complaint.
11. The student may request a reconsideration of the decision issued by the ADA Grievance Committee by submitting a written request to the Vice Chancellor of Academic Affairs within seven (7) days of the committee's decision.
12. The Vice Chancellor of Academic Affairs will issue a decision, upon approval of the Chancellor, within seven (7) days of receipt of the request for reconsideration. The decision will be issued directly to the student and any other relevant person based on the nature of the complaint.

B.

1. SULC will make reasonable accommodations for documented disabilities. These accommodations may include, but are not limited to, course load modifications, extending the amount of time for graduation (not to exceed 84 months), or final exam modification. In keeping with the provisions of the ADA, an accommodation will not be approved: (1) that is incompatible with the technical standards for admission to, and completion of the program of legal education; (2) that alters the fundamental nature of the academic program; (3) that would result in a risk to the health or safety of the student or another individual; or (4) that would result in undue hardship to SULC. Requests for accommodations must be made as early as possible in order to allow adequate time for evaluating documentation and processing specific accommodations and arrangements. Late or last-minute requests for accommodations may not be processed and/or approved because of the time required to make such arrangements.
2. Class attendance is a fundamental requirement of SULC's program of legal education. Therefore, attendance policies may not be waived for any student.
3. SULC has created a program of legal education that develops various skills and abilities based on students being active participants in class. The delivery of educational material through the method of asking students questions and having them respond to questions is a fundamental requirement of SULC's program of legal education. For that reason, SULC will not deem a student's request to be exempt from asking or answering questions in class as a reasonable accommodation.
4. SULC has structured its skills courses such that most assignments are foundational. Moreover, subsequent assignments reinforce knowledge, skills, and abilities that were presented in prior assignments. As such, the granting of extended time to complete assignments in skills courses would fundamentally alter the courses and would be unreasonable. Skill courses include Legal

Analysis & Writing I, Legal Analysis & Writing II, Lawyering Process I, Legal Research, Advanced Legal Analysis & Writing, Trial Advocacy, Appellate Advocacy I, Appellate Advocacy II, and intervention courses (Lawyering Process II, Legal Methods, Legal Process, Advanced Torts, and Advanced Constitutional Law).

5. Doctrinal required courses must cover a certain amount of material within the term that the course is taught. Students must review the material prior to the material being covered in class and the best learning environment is one in which students are active participants. Therefore, to grant a student extended time to review material prior to a class session would fundamentally alter SULC's program of legal education and be unreasonable.
6. There will be some in-class assignments or tasks that students will be asked to perform that will not be graded but are necessary tools in teaching students how to apply legal concepts and/or rules to a set of facts. SULC will not grant a student extended time to complete such assignments as an accommodation. Such an action would fundamentally alter the skills that are being taught in the assignment or task.
7. While SULC will permit service animals in its buildings, it will not permit students to have emotional support animals in the building. Service animals are defined, by the ADA, as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Students requesting to have a service animal accompany them at school will have to identify the specific work or task that the animal has been trained to perform for the benefit of the student and how that work or task is directly related to the student's disability. If the animal has not been trained to perform specific work or task directly related to the student's disability, SULC will not permit the student to have the animal accompany them to school.

VII. Policy History and Review Cycle

This policy was approved by the Academic Affairs Committee on November 19, 2018. The policy was updated to be placed in the uniform policy format on May 28, 2021. The policy was revised, on June 21, 2021, to clarify the persons responsible for certain actions under the policy. The policy was reviewed and updated, on November 18, 2022, to identify aspects of SULC's program that could not be altered as an accommodation under this policy because they are fundamental to the program of legal education. The policy was also updated, on November 18, 2022, to indicate that service animals are allowed as an accommodation. This policy should be periodically reviewed every three years by the Health, Wellness, and Disability Director.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at www.sulc.edu.

IX. Policy Approval

This policy was approved by the faculty on November 18, 2022:



John K. Pierre
Chancellor, Southern University Law Center

November 18, 2022
Date