



**Policy Title**

**ADA Accommodations Procedure Policy**

**Policy Number**

**1-002**

<b>Responsible Unit:</b> Office of Academic Affairs	<b>Effective Date:</b> June 21, 2021
<b>Responsible Official:</b> Health, Wellness, and Disability Director	<b>Last Reviewed Date:</b> June 21, 2021
<b>Policy Classification:</b> Academic Affairs	<b>Last Revised Date:</b> June 21, 2021
	<b>Origination Date:</b> 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 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.

**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**

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 the appropriate accommodation to grant the student.
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 31<sup>st</sup> of the fall semester, March 31<sup>st</sup> 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, Counselling, 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.

## **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. 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](http://www.sulc.edu).

## **IX. Policy Approval**

This policy was approved by the faculty on June 21, 2021:

  
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**John K. Pierre**  
Chancellor, Southern University Law Center

June 21, 2021  
**Date**