CAPITAL UNIVERSITY LAW SCHOOL

Guidelines for Student Requests for Accommodations

(See Manual of Policies & Procedures: 6.6)

- Capital University Law School is dedicated to extending all available services, programs and activities to its students including those with disabilities.

- Upon admission to the law school or when diagnosed students are encouraged to contact **Jennifer Carlock, Student Affairs Program Assistant** at jcarlock@law.capital.edu or 614-236-7305 to discuss accommodations that may be required.

- If you have a condition that requires reasonable accommodations for you to perform in an academic setting, please submit documentation from your Physician, Psychologist, or other licensed professional qualified to evaluate your status to the Coordinator of Disability Services. Please make sure your evaluator has outlined the exact nature of your condition and shared his/her professional opinion on how to best accommodate you.

- It is the student's responsibility to arrange for testing and to incur the cost of evaluations. It is strongly recommended that students with learning disability (ies) submit such documentation to the Coordinator of Disability Services at the time of admission to the Law School or shortly thereafter.

- The Coordinator of Disability Services and the Associate Dean for Academic Affairs will then determine what accommodations can be provided by the Law School.

- The Coordinator of Disability Services and the Office of Multicultural Affairs will be your point of contact concerning all of your accommodated exam and class needs. ***Please do not contact your professor directly concerning your accommodations as your professor does not know what your accommodations are.***

- **Students requesting exam accommodations should notify the Office of Multicultural Affairs 30 days prior to the first day of each final exam period and 14 days prior to any midterm exams to provide adequate time for scheduling of the accommodation.**

- It is the ***individual student's*** duty to notify the Office of Multicultural Affairs that they will be using their accommodations or we will assume that you do not need any accommodations.

- Students do not have to use their accommodations in every class if they feel that accommodation is not needed for any particular class or exam.

Coordinator of Disability Services
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Office of Multicultural Affairs
Darren Nealy
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