



**Georgetown University Law Center  
Office of Disability Services**

Hotung International Building 3101  
600 New Jersey Avenue NW  
Washington, D.C. 20001  
Tel (202) 662-4042  
Fax (202) 662-4067

Georgetown University Law Center is committed to ensuring equal opportunity in its educational programs and services. Central to that mission, the Office of Disability Services works in partnership with Law Center faculty, staff and students to create environments that are accessible, diverse and inclusive for individuals with disabilities.

In keeping with our Jesuit mission and policy of non-discrimination, the Law Center does not discriminate or deny access to an otherwise qualified student with a disability on the basis of disability.<sup>1</sup> Students with disabilities may be eligible for reasonable accommodations or modifications in the academic environment in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA), as amended (ADAAA), to enable the qualified individual to enjoy access to the University programs, services and activities.

**PROCESS FOR REQUESTING DISABILITY-RELATED ACCOMMODATIONS**

In accordance with those statutes and their implementing regulations, the Office of Disability Services will engage in an interactive process to determine reasonable and appropriate accommodations. Disability Services will consider many factors including, but not limited to, the nature of the disability, the student's academic history, observations, interactions and discussions with Disability Services Staff during interviews, previous accommodations received, accommodations being requested, the unique characteristics of each course, activity or program, and any other documentation provided.

Accommodations are reasonable when they do not create a fundamental alteration to, lower, or waive programmatic, course or degree requirements considered to be an essential requirement of the program or instruction, or provide accommodations that would result in an undue financial or administrative burden or hardship on the University.

Students may request accommodations and submit documentation at any time during the semester. However, it may take up to 3 - 4 weeks for the information to be reviewed and accommodations to be put in place. At a minimum, documentation must be provided to the Office of Disability Services at least ten business days before the requested accommodation is to be implemented (and for final exam accommodations, at least ten business days before the exam period commences).

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<sup>1</sup> A person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. A qualified individual with a disability is someone who meets the academic and technical standards requisite to admission to or participation in an education program or activity.

## Documentation Guidelines:

- [Documentation Guidelines for Learning Disabilities and/or Attention Deficit/Hyperactivity Disorders \(ADHD\)](#)
- [Documentation Guidelines for Physical Disability or Chronic Health Condition](#)
- [Documentation Guidelines for Psychological/Psychiatric Conditions](#)

These guidelines are based on the documentation standards promulgated by the Educational Testing Service (ETS) and are intended to provide students an overview of the type of information needed in an evaluation. However, because each student and disability is unique, every request is addressed on a case-by-case basis, taking into account the needs of the student, the course, standards and essential requirements and the educational environment.

Documentation, along with any questions or concerns, shall be directed to:

### [Office of Disability Services](#)

Georgetown University Law Center  
600 New Jersey Avenue NW, Hotung 3101  
Washington, DC 20001  
Tel: (202) 662-4042  
Fax: (202) 662-4067  
Email: [disabilityservices@georgetown.edu](mailto:disabilityservices@georgetown.edu)

Where the documentation submitted is incomplete or does not support a student's accommodation request, Disability Services may request additional information. If additional documentation is required, it is the student's responsibility to provide the requested information. If a student does not have documentation, they are encouraged to meet with a Disability Services staff member to discuss their situation and possible referrals for documentation. Disability Services will keep records for up to seven years from graduation or date of last attendance.

Once documentation has been received, the Director or Assistant Director of Disability Services will contact the student for an intake meeting where accommodations, services and procedures will be discussed. Following this meeting Disability Services will email a confirmation letter to the student indicating any approved accommodations.

To ensure testing anonymity, all testing accommodations are implemented by the Office of Disability Services. Most classroom accommodations (e.g. course recordings, note-takers) are arranged by Disability Services. If it's helpful to involve the faculty member in implementing an accommodation, Disability Services, in consultation with the student, may encourage the student to reach out to the faculty member directly, or will help facilitate a conversation between the faculty member and the student.

After initial registration with the office, the student may request new or modified accommodations. Most of the time, new documentation is not required; however, if the current documentation on file does not substantiate the need for the new or modified accommodation, updated documentation may be requested. New documentation and all requests to change accommodations must be provided to Disability Services at least ten business days before the requested accommodation is to be implemented

(and for final exam accommodations, at least ten business days before the exam period commences).

The accommodation process is an interactive and collaborative partnership between the Office of Disability Services and the student. If a student feels that an accommodation is not working smoothly or is inadequate, the student is encouraged to contact Disability Services so that the situation can be remedied. This collaboration ensures that appropriate accommodations are being provided.

## **CONFIDENTIALITY**

The Law Center recognizes that disability related information is sensitive and confidential and thus takes significant precautions to keep all such information secure. Information submitted directly to the Office of Disability Services will not become part of a student's permanent record. It is the Law Center's practice to only release such information if the student provides written authorization to release such information or in the unlikely event that disclosure is compelled by legal process.

## **APPEALS PROCESS**

A student who disagrees with or seeks clarification of any decision of the Director or Assistant Director of Disability Services regarding accommodations may, within five business days of receiving written or oral notice of the decision, request an informal meeting with both the Director or Assistant Director and the Dean of Students. That informal meeting will be scheduled as soon as possible and in most cases within ten business days of the student's request.

As soon as possible and preferably within five business days of the informal meeting, the Director or Assistant Director will notify the student in writing of any changes to the decision.

If, thereafter, the student disagrees with the latest written decision of the Director or Assistant Director, within five business days of receiving notice of the decision the student may appeal the decision in writing to the Law Center's Associate Dean for Academic Affairs. The written appeal to the Associate Dean should state in detail the basis for the appeal and include all relevant documentation in support of the appeal. The Director and Dean of Students also will provide to the Associate Dean any documentation or other information pertinent to the disputed decision. Additionally, upon request, the Director and Dean of Students will provide a written summary of communication with the student.

Students who are unable to provide a statement in writing due to their disability should schedule a meeting with the Associate Dean by telephone or in person to request an accommodation to submit the appeal orally or in another agreed upon format.

The Associate Dean will review the appeal, supporting documentation, and latest decision of the Director or Assistant Director and meet with the student. The Associate Dean also may review any additional information deemed relevant to the appeal. The Associate Dean will then render a written decision to the student as soon as possible, preferably within ten business days of receiving the written appeal. The decision of the Associate Dean regarding accommodation is final.

## **GRIEVANCE PROCEDURE**

While students are encouraged to resolve any disagreements as to appropriate accommodations either through informal communication with the Office of Disability Services or through the appeals process

provided above, they are also welcome to bring grievances to Georgetown University's Office of Institutional Diversity, Equity, and Affirmative Action ("IDEAA"). IDEAA reviews alleged violations of the University's Equal Opportunity and Non-Discrimination in Education Policy, including allegations of unlawful discrimination on the basis of disability.

The University encourages any victim of unlawful discrimination and harassment to report the incident and seek redress through IDEAA's Grievance Procedures. A student need not have exhausted the Law Center's appeals process to report concerns to IDEAA. More information about IDEAA's grievance process can be found on the [IDEAA web page](#).

The following person has been designated to coordinate Georgetown University's compliance with Section 504 of the Rehabilitation Act of 1973:

[Olabisi Ladeji Okubadejo](#)

Vice President for Equal Opportunity, Affirmative Action and Compliance

Georgetown University

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