



**Georgetown University Law Center**  
**Office of Disability Services**  
Hotung International Building 3101  
600 New Jersey Avenue NW  
Washington, D.C. 20001

## **Policy for Requesting Disability Accommodations 2022-2023**

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 to individuals with disabilities. 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 accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA), as amended (ADAAA), to provide access to University programs, services and activities.

### **Interactive Process**

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

1. **Submit Documentation.** The student should contact Disability Services to request accommodations and submit appropriate documentation. While the [Disability Documentation Guidelines](#) are intended to provide an overview of the type of information needed, requests are addressed on a case-by-case basis because each student, disability, course, program, and educational environment is unique. Documentation may also be hand delivered, mailed or uploaded to Box.

*Timing of Request:* Students may submit documentation at any time during the semester. At a minimum, documentation must be provided at least ten business days before the student is asking for the accommodation to be implemented (and for final exam accommodations, at least ten business days before the next exam period commences). However, it may take up to 3–4 weeks for the information to be reviewed and accommodations to be put in place, so students are encouraged to submit their

[1] 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.

requests and supporting documentation at least one month before the requested accommodation would be implemented.

Documentation, along with any questions or concerns, should 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)

2. **Documentation Review.** If the documentation submitted is incomplete or does not support a student's accommodation request, Disability Services may request additional information within 20 business days of the submission of the original documentation. 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 Disability Services to discuss possible referrals. Disability Services will keep records for up to seven years from graduation or date of last attendance.
3. **Intake Meeting.** Disability Services will contact the student to schedule an intake meeting within 10 business days of submission of complete documentation. Reasonable accommodations do not: a) 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 b) result in an undue financial or administrative burden or hardship on the University.
4. **Accommodation Determination.** Following documentation review, an intake meeting, and clinician consultation (when necessary and with approval), one or more of the following will occur:
  - a. Disability Services will email the student a letter with approved accommodations.
  - b. Disability Services will email the student requesting additional documentation.
  - c. Disability Services will email the student a letter noting any denied requests.

### **Accommodation Implementation**

Testing accommodations are implemented by Disability Services in collaboration with the Office of the Registrar. In cases where timed assessments are administered by the professor or faculty assistant in class or via Canvas, Disability Services will coordinate implementation as needed. In cases where a faculty member must be made aware of classroom accommodations, Disability Services will encourage the student to reach out to the faculty member directly, or will help facilitate a conversation between the faculty member and the student.

## **Accommodation Renewal**

The accommodation process is an interactive and collaborative partnership between Disability Services and the student. Following initial registration with the office, students are encouraged to contact Disability Services if they believe accommodations are not being implemented appropriately or are inadequate. If the current documentation on file does not substantiate the need for the new or modified accommodation, updated documentation and/or a brief meeting may be requested. New documentation and all requests to change accommodations must be provided at least ten business days before the accommodation is to be implemented (and for final exam accommodations, at least ten business days before the exam period commences). However, students are encouraged to submit requests and supporting documentation at least one month before the requested accommodation would be implemented, as it may take up to 3–4 weeks for the information to be reviewed and accommodations to be put in place.

## **Temporary Disabilities**

The Office of Disability Services recognizes that individuals with temporary conditions that do not qualify for accommodation under the ADA or Section 504 may benefit from access to services, resources, or other modifications. Examples of such temporary disabilities may include, but are not limited to, broken limbs, hand injuries, concussions, or a virus such as mononucleosis, influenza or COVID. It is the Law Center's general practice to facilitate reasonable short-term modifications. Students with temporary conditions (i.e., likely lasting less than one semester) are encouraged to submit documentation from a treating physician that includes a diagnosis, severity, functional limitations, prognosis, and estimated duration. Upon receipt, Disability Services will reach out to schedule a meeting to discuss reasonable modifications. Students whose illnesses or injuries are expected to last longer than one semester should register with Disability Services.

## **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 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 accommodation decision made by Disability Services may, within five business days of receiving written or oral notice of the decision, request an informal meeting with both the Director and the Dean of Students. That 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, Disability Services will notify the student in writing of any changes to the decision.

If, thereafter, the student disagrees with the latest written decision, the student may appeal the decision in writing to the Law Center's Associate Dean for Academic Affairs within five business days of receiving notice of the decision. 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, as well as 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 Disability Services 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**

Georgetown University's Office of Institutional Diversity, Equity, and Affirmative Action (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 anyone who believes they have been subjected to unlawful discrimination or 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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37th & O Streets NW Washington, DC 20057

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