

Earle Mack School of Law at Drexel University

Accommodations Due to Disability

Updated: September 2, 2011

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and applicable federal and state laws, Drexel University ensures people with disabilities will have an equal opportunity to participate in its programs and activities.

The mission of the Office of Disability Services (ODS) at Drexel is to advocate for people with disabilities and to provide equal opportunities and equal access to education, employment, programs and activities at Drexel University. ODS also provides guidance and education to the campus community.

All members and guests of Drexel University who have a disability need to register with the Office of Disability Services if requesting auxiliary aids, accommodations and services in order to fully participate in Drexel University's programs and activities. All requests are considered on a case-by-case basis and in a timely fashion.

Registering with ODS

Registration includes six main components, each explained in more detail below:

- Requesting Accommodations
- Engaging in the Interactive Process
- Submitting Documentation
- Determination of Reasonable and Appropriate Accommodations
- Receiving and Delivering the Accommodation Verification Letter (AVL)
- Updating with ODS each term

Requesting Accommodations

Students who are seeking accommodations in education (including co-op placements), employment, programs, and activities at Drexel University due to a disability, must make a formal request for accommodations with ODS.

Engaging in the Interactive Process

Once a formal request for accommodations has been submitted to ODS, the student should schedule an appointment to discuss their request with ODS. The interactive process is designed to be an engaging experience, allowing students to work directly with the ODS staff in discussing the specific impact of their condition, identifying barriers that exist for them in the given environment and determining possible accommodations that could provide them with equal access at Drexel University.

Submitting Documentation

Along with the request for accommodations, the student needs to submit appropriate medical or psycho-educational documentation. The documentation must present an impairment or condition that substantially limits one or more major life activities. The documentation must also be up-to-date, addressing current levels of functioning and the current impact of the impairment or condition in the academic environment. ODS documentation requirements can be found at

<http://www.drexel.edu/ods/documentation.html>.

Determination of Reasonable and Appropriate Accommodations

ODS considers all requests on a case-by-case basis and in a timely fashion. ODS will make a determination of reasonable and appropriate accommodations based on the request for accommodations, the supporting documentation, the interactive discussion between the student and ODS staff, and the essential learning outcomes of the relevant programs, courses and activities at Drexel University.

If a student fails to submit the required documentation to ODS, the request may be denied. If the documentation submitted does not sufficiently support the requested accommodation, the request may be denied. Once ODS obtains complete documentation and has engaged in the interactive process with the student to discuss the request, ODS will determine if the individual is entitled to reasonable and appropriate accommodations.

Approved accommodations are intended to minimize the impact of the disability in the given environment while maintaining the academic integrity of the course, program or activity. Should the student be granted accommodations by ODS, an Accommodation Verification Letter (AVL) will be issued to the individual, specifying the accommodations to which they are entitled for the given term.

Receiving and Delivering the Accommodation Verification Letter (AVL)

All approved accommodations are written into the AVL by ODS staff. AVLs given to students in the School of Law are only valid for one term (the term is indicated on the AVL above the listing of accommodations). The student must submit their AVL to anyone who will be administering the accommodations listed within a reasonable period of time, if they are to receive those accommodations. When a student has been granted testing accommodations by ODS, the AVL must be given to the Director of Student Advising by the last day of classes for the term, in order for the student to be guaranteed the accommodation(s).

Updating with ODS Each Term

AVLs given to students in the School of Law are only valid for one term. If the student wishes to continue using accommodations in a subsequent term, a new request for accommodations should be submitted to ODS. The student should then schedule a follow-up appointment with an ODS staff member to discuss the request made. In order to avoid any interruption of services, the Request for Accommodations should be submitted to ODS within a reasonable period of time.

Temporary Conditions

Impairments and conditions that last less than six months are considered "transitory", and therefore not covered under the ADA. ODS staff, however, may be able to arrange services as a courtesy to students requesting adjustments due to temporary impairments. Arrangements are made on a case-by-case basis.

Confidentiality

The Office of Disability Services is charged with the responsibility for maintaining disability-related documentation of all students and employees of Drexel University. In the School of Law, the Director of Student Advising maintains these files. Both ODS and the School of Law are committed to ensuring all records are kept confidential as required by law. Information will not be released without consent unless federal or state law requires or permits it. Information will be shared with others in the university community on a need-to-know basis only. However, a student may sign a written consent form giving permission to discuss the disability and limitations with faculty and staff, and/or parents who require further information.

Contact Information

The Office of Disability Services is located on main campus at 3201 Arch Street, Suite 210 and can be contacted at 215.895.1401(V), 215.895.2299 (TTY), 215.895.1402 (Fax), or disability@drexel.edu. For additional information, students can also access the ODS website at <http://www.drexel.edu/ods>. Students should also feel free to contact the Director of Student Advising with their concerns.