

**Ohio Northern University  
College of Law  
Policy on Examination Accommodations**

**Policy**

Ohio Northern University College of Law does not discriminate against otherwise qualified disabled individuals with regard to examinations. Accordingly, the school will provide reasonable accommodations related to examination procedures when the student provides sufficient documentation describing his or her disability and the accommodation(s) requested in accordance with school procedures.

**Procedures**

**Initial Qualification for Examination Accommodations – Form 101**

To initially qualify for special accommodations for testing purposes, students must submit a written Request for Testing Accommodations (Form 101, available in the Dean's Office). **Form 101 must be submitted to the Dean's Office by the end of the fifth week of the Fall or Spring semester.**

For accommodations other than for testing purposes, see the Associate Dean for appropriate forms.

**Required Documentation – Form 102**

In addition to submitting Form 101, students are required to submit the documentation listed in Form 102. In some instances, the student may not be able to obtain the required supportive documentation. The Associate Dean has the discretion to authorize alternative supportive documentation. **The documentation listed on Form 102 must be submitted to the Dean's Office by the end of the fifth week of the Fall or Spring semester.**

After initial review by the Associate Dean, additional documentation may be required.

**Confidentiality**

All information collected as part of a student's accommodation request will be securely maintained in the student's accommodation file in the Dean's Office. As a condition of requesting accommodation for examinations, students must provide written authorization (Form 104) for:

- members of the Examination Accommodations Committee and the Examination Accommodations Appeal Committee to review the information in the student's accommodation file; and,
- faculty to be informed of the student's examination accommodation permitted by the Committee.

In addition, students must sign a HIPAA Compliant Authorization (Form 105 – a substitute provided by the student’s healthcare professional is also acceptable) to permit the healthcare professional(s) identified by the student to disclose specific health information to the Ohio Northern University College of Law.

### Notice and Appeal

Within three weeks of the student’s submission of all of the required information, the Dean will notify the student, in writing, of the decision of the College of Law’s Examination Accommodations Committee whether to allow any or all of the student’s requested accommodations.

Students may appeal the decision of the Committee by submitting a written appeal letter to the Dean’s Office within five days of their receipt of the written decision. Written appeals will be promptly reviewed by the College of Law’s Examination Accommodations Appeals Committee. The Dean will notify students, in writing, of the Appeals Committee’s decision within three weeks of the date of the written appeal letter. Decisions of the Appeals Committee are final.

Students who are permitted to have examination accommodations will be notified in writing of the specific arrangements for their exam(s) at least one week prior to the exam date(s).

### Continuing Qualification for Examination Accommodations – Form 103

Each semester thereafter students who have obtained examination accommodations from the Committee may renew their accommodations by submitting the Accommodations Renewal Form (Form 103) available in the Dean’s Office. **The Accommodations Renewal Form must be submitted to the Dean’s Office by the end of the fifth week of class for each semester the student wishes to renew his/her approved accommodations.**