



## Monterey College of Law

### SPECIAL ACCOMODATIONS POLICY

#### **Overview**

Monterey College of Law welcomes students with disabilities and attempts to accommodate each student's special needs on an individual basis.

Monterey College of Law recognizes that disabilities include physical, psychological and learning disabilities and will make every effort to provide reasonable accommodations for students with professionally verified disabilities. While Monterey College of Law wishes to accommodate students as fully as possible, appropriate adjustments do not include measures which fundamentally alter the academic program or which create an undue administrative or financial burden to the College.

#### **Identification of Disabilities**

Monterey College of Law invites and encourages students with disabilities to inform the administration of their disabilities as early as possible. This will allow an opportunity for each student to be addressed thoroughly regarding verification of the disability and identification of appropriate accommodation. Additionally, students may wish to provide documentation of accommodation received at another educational institution or place of work, as this information could be helpful to determine the appropriate accommodation at Monterey College of Law.

A student with a *physical* or *psychological* disability must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning.

A student with a *learning* disability must provide professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. Documentation verifying the learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist. The assessment must provide data that supports the request for an academic adjustment.

A student seeking accommodations on the basis of a *temporary* disability must provide documentation verifying the nature of the condition, stating the expected duration of the

condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of the disability must reflect the student's current level of disability, and shall be no older than 60 days.

The cost of obtaining a professional evaluation and documentation will be borne by the student. All approved accommodations are prospective and no retroactive accommodations are provided.

## **Procedure for Determining Accommodations**

Students are required to submit a Special Accommodations Request form as well as documentation of their disability, prepared by an appropriate professional to the Registrar. Students are asked to submit their accommodations requests at least four weeks before they are needed. Of course, students may submit at any time. However, this may entail a period of study during which a student's accommodation decision is still pending.

Please be advised that our granting of testing accommodation does not guarantee or imply that the State Bar of California will grant similar accommodation for the Bar exam. Students are advised to get a copy of the State Bar requirements for accommodated testing to prepare and present appropriate documentation in the time and manner that the Bar requires.

## **Confidentiality**

Monterey College of Law considers information regarding student disabilities to be highly confidential. The administration responsible for managing special accommodations requests will have specific information about the nature of a student's disability. Other College personnel involved in the arrangement and facilitation of the special accommodation may have knowledge that a student has a disability, but will not have access to the nature of that disability.

While certain types of accommodations must be disclosed to effectuate them, professors do not participate in the process or have access to the required medical documentation or application. Students must direct their questions about and applications for accommodations to the registrar. Students who require an accommodation change should send an updated accommodation application and supporting documentation to the registrar.

Despite our efforts at confidentiality, members of the general student body and staff may, through observation, become aware that a student is being accommodated. An accommodated student may directly or indirectly inform others of his or her disability or of receipt of accommodations. Monterey College of Law cannot prevent or be responsible for the observations and deductions of others, or for others learning of disabilities or accommodation in such ways. Additionally, Monterey College of Law may be required to make information about disabilities and accommodations available to the Committee of Bar Examiners, as well as accrediting and governmental agencies.