

# **POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES**

## **A. Introduction**

Florida Coastal School of Law is committed to providing an inclusive educational environment, responsive to the needs of all its students, including those students with disabilities. In doing so, Florida Coastal School of Law (Coastal Law) is guided by its mission statement, the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 (Section 504), and all applicable regulations. The purpose of this Section is to notify all students of the resources available to those with disabilities and the procedures by which those resources may best be utilized.

## **B. Confidentiality**

All documentation submitted to, and the records of, the Office of Student Affairs regarding the specific nature of the disability shall be held in confidence, separate from the student's academic records. Information about a student's disability shall not be released to school faculty or staff without the written permission of the student, unless there is a clear educational, health or safety reason. Granted testing accommodations are provided to the Registrar's office for the purpose of administering exams.

## **C. Disabilities and Accommodations**

Some examples of disabilities are physical disabilities, specific learning disabilities, and psychological disabilities. Reasonable accommodations, supported by the documentation of the disability presented to the Office of Student Affairs, are available to qualified students on a case-by-case basis. A wide range of accommodations are made available to students with a documented disability as long as they do not materially affect the integrity of the class.

## **D. Temporary Medical Conditions**

Temporary medical conditions are typically not covered under the Americans with Disabilities Act. However, Coastal Law is dedicated to supporting our students' education and will attempt to accommodate a student requesting accommodations due to a temporary medical condition. Students requesting accommodations for temporary medical conditions shall provide current documentation verifying the nature of the condition, stating the expected duration of the condition and describing the recommended accommodations. A professional health care provider who is qualified to diagnose such conditions must provide the verification, and the verification must demonstrate that the requested accommodations are medically necessary. The cost of obtaining the professional verification shall be borne by the student. The Office of Student Affairs shall consider requests for accommodations on the basis of a temporary condition on a case-by-case basis.

## **E. Accommodation Requests: Process and Procedures**

**1. Self-Identification:** Students with disabilities who require accommodations must make those needs known to the Office of Student Affairs in a timely manner and should take the following steps:

- a. Review the requirements set forth in these Policies and Procedures.
- b. Schedule a meeting with the Office of Student Affairs
- c. Complete a Student Disability Accommodations Intake Form and obtain the appropriate Disability Verification Form.
- d. Have a qualified practitioner complete the correct Disability Verification Form and submit it, along with appropriate evaluations and testing, to the Office of Student Affairs.

All paperwork can be obtained through the Office of Student Affairs. The Policies and Procedures for Students with Disabilities are located on the school's website and in the Student Handbook. It is the responsibility of the student to make these needs known and to provide the appropriate medical documentation in accordance with the disability documentation guidelines set forth in Coastal Law's Policies and Procedures for Students with Disabilities. Students who do not require accommodations need not make their disabilities known. However, students diagnosed with serious medical conditions are encouraged to register these conditions with the Office of Student Affairs, even if academic accommodations are not warranted.

## **2. Accommodations Process:**

- a. The student submits the Student Disability Accommodations Intake Form and required medical documentation.
- b. The Office of Student Affairs reviews all documentation and makes a determination regarding the presence of a disability and a corresponding need for accommodation.
- c. If the need for an accommodation is determined, the Office of Student Affairs works with the student to develop an appropriate plan for individualized accommodations while attending Coastal Law
- d. If a testing accommodation is granted, the Office of Student Affairs will notify the Office of the Registrar of the specifics of the accommodations for the purpose of facilitating the exam accommodations.
- e. Due to the varying nature of disabilities, some accommodation requests must be renewed during a student's tenure at Coastal Law

## **3. Deadlines for Submission of Documentation:**

- a. All documentation must be submitted a minimum of two weeks prior to the first day of the next exam period, including mid-term exams.
- b. If an exam is given outside of the exam period, all documentation must be received a minimum of two weeks before the exam.

## **F. Service Animals**

Coastal Law welcomes service animals that are trained to do work or perform tasks for a student with a disability. A student seeking to bring a service animal to Coastal Law

buildings and/or Coastal Law-sponsored events should first notify the Office of Student Affairs. Coastal Law may ask if an animal is a service animal required because of a disability and what work or tasks the animal has been trained to perform. All applicable statutes surrounding the handler and service animal responsibilities will apply.

The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks as defined by Florida statutes; therefore, comfort, support, therapy animals and pets are prohibited at Coastal Law. School-sponsored activities involving pets or pet therapy that are approved by the Office of Student Affairs may be considered as an exception to this rule.

## **G. Guidelines for Disability Documentation**

Students who request accommodations on examinations or other academic modifications on the basis of a disability must provide documentation that meets the guidelines set forth below. In all cases, the cost of obtaining the professional verification to establish the disability shall be borne by the student. In the event that a student requests an academic accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, it is incumbent on the student to obtain supplemental testing and assessment at the student's expense.

Documentation must indicate that a disability exists and the disability substantially limits one or more major life activities. A diagnosis of a disorder in and of itself does not automatically qualify an individual for disability accommodations. Documentation must support the request for accommodations. Please see the corresponding Disability Verification Form for specific information regarding documentation requirements.

### **1. Disability Verification Forms:**

Students must have a qualified medical practitioner complete the specific Verification Form related to their disability. These forms can be obtained through the Office of Student Affairs. These forms include:

- a.** Disability Verification of Physical Conditions
- b.** Disability Verification of Psychological Conditions
- c.** Disability Verification of Attention-Deficit/Hyperactivity Disorder
- d.** Disability Verification of Specific Learning Disorders

### **2. Documentation Requirements:**

Coastal Law requires several elements that must be included in the medical documentation and specific forms in order to receive an accommodation.

#### **a. The credentials of the evaluator(s)**

Documentation must be provided by a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated. The documentation must be completed by the medical professional and not by the student except for the required student authorizations. Please refer to the appropriate Disability Verification Form for specific credentialing requirements.

**b. A diagnostic statement identifying the disability**

A clear diagnostic statement is required. The statement must describe how the condition was diagnosed, provide information on the functional impact, and detail the typical progression or prognosis of the condition. While diagnostic codes from the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association (DSM 5) or the International Classification of Diseases of the World Health Organization (ICD) are helpful in providing this information, a full clinical description will also convey the necessary information.

**c. A description of the diagnostic methodology used**

A description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results are required. Where appropriate to the nature of the disability, having both summary data and specific test scores within the report is recommended.

**d. A description of the current functional limitations**

The impact of the disabling condition(s) must demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the condition(s).

**e. A description of the expected progression or stability of the disability**

Documentation must provide information on expected changes in the functional impact of the disability over time and context. Information on the cyclical or episodic nature of the disability and known or suspected environmental triggers to episodes provides opportunities to anticipate and plan for varying functional impacts.

**f. A description of current and past accommodations and/or services**

Provide a description of current or past auxiliary aids, assistive devices, support services, and accommodations. While accommodations provided in another setting are not guaranteed at Coastal Law, they may provide insight in making current decisions regarding a given request for accommodations and a comprehensive accommodations plan.

**g. Recommendations for accommodations**

This is to include all reasonable recommendations for testing and classroom accommodations with accompanying rationale for each accommodation. Please note that Coastal Law does not have an obligation to provide or adopt recommendations made by practitioners but will consider each recommendation. Recommended accommodations may not be adopted by the school if they are not deemed to be reasonable, or if the recommended accommodations materially affect the integrity of the class, cause an undue hardship to the school, or fundamentally alter the educational program.

**H. Bar Examination Accommodations**

Students who are granted accommodations at Coastal Law are encouraged to apply for accommodations on state bar exams. Students requesting accommodations on the Florida Bar

Exam must apply directly to the Florida Board of Bar Examiners, or if the exam is to be taken in a different state, to the Board of Bar Examiners or other appropriate agency in that particular state. Accommodations for the Multistate Professional Responsibility Exam are arranged through the National Conference of Bar Examiners. Receiving accommodations at Coastal Law does not guarantee the receipt of accommodations on a bar exam. Students who pursue accommodations at Coastal Law should consider the possibility that accommodations, if received while in law school, may not be received in the administration of a state bar exam. The Office of Student Affairs is available to assist students seeking accommodations on a state bar exam.

**FLORIDA COASTAL SCHOOL OF LAW**  
Student Disability Accommodations Intake Form

Date: \_\_\_\_\_

Level: 1L 2L 3L Other: \_\_\_\_\_

Start Date: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**BIOGRAPHICAL INFORMATION**

Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**ACCOMMODATIONS:**

1. Please list any reasonable accommodations that you have received in the past: *Please note that your receipt of an accommodation in the past does not guarantee that you will receive an accommodation, the same accommodation at Coastal Law, however past accommodations are considered in the eligibility process.*
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
2. Please list any reasonable accommodations you would like to request at Coastal Law and the accompanying rationale for each requested accommodation based on the barriers of your disability:  
Accommodation: \_\_\_\_\_  
Rationale: \_\_\_\_\_  
Accommodation: \_\_\_\_\_  
Rationale: \_\_\_\_\_  
Accommodation: \_\_\_\_\_  
Rationale: \_\_\_\_\_  
Accommodation: \_\_\_\_\_  
Rationale: \_\_\_\_\_

I understand that if testing accommodations are granted, these will be communicated with the Office of the Registrar for the purpose of facilitating test accommodations. The Office of Student Affairs reserves the right to inform specific Coastal Law personnel involved in the facilitation of granted accommodations. All medical records remain confidential in the Office of Student Affairs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Rights and Responsibilities for Students with Disabilities**

### **Student Rights:**

- Equal access and inclusion in programs and services provided to all students by Coastal Law
- Expectation of appropriate confidentiality of disability status and medical records
- An opportunity to engage in interactive dialogue regarding barriers, functional limitations and accommodations
- The receipt of a reasonable accommodations plan for qualified students to remove barriers and increase access to programs
- An established grievance procedure for alleged instances of discrimination

### **Student Responsibilities:**

- Meet and maintain institutional standards for academic and non-academic programs, services and activities within the Student Handbook and any other institutional policies and procedures
- Self-identify to the Office of Student Affairs when accommodations are requested and follow all requirements as published in the Policies and Procedures for Students with Disabilities.
- Provide medical documentation from a qualified practitioner, as deemed appropriate and outlined in the Policies and Procedures for Students with Disabilities
- Submit a written notification to the Registrar's Office in the beginning of each semester to request accommodated exams. Requests made less than 72 business hours prior to the exam or assessment may not be considered.
- Follow exam schedule provided by the Registrar's Office, including date, start and end time, and location of exam
- Adhere to the Testing Center policies put forth by the Registrar's Office and notify the Registrar's Office before or during an exam of any concerns

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Student Signature

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Date