MEMORANDUM

TO: Students In Need of Disability Accommodations

FROM: Michael L. Coyne, Associate Dean

RE: Disabilities Services and Support

Welcome to MSL. Please let us know if there is anything we can do to help you succeed at MSL.

To receive accommodations for their disability, students must complete this questionnaire concerning their disability and submit the required information. This information helps form the basis for receiving appropriate, reasonable accommodations in the classroom.

To receive accommodations in a timely way, students must present documentation of their disability before the semester begins or soon thereafter.

To support a request for reasonable accommodations, the documentation provided must be:

- Be current (no more than 3 years old) and specific.
- Be provided by a qualified professional (who is not a family member or relative).
- Substantiate the disability; and substantiate the need for accommodations.

Current documentation is required for a condition that can manifest differently over time or for a condition that responds to medication. It is required for all learning disabilities. Current documentation is encouraged for a condition which does not change over time. Students may instead provide a letter from their physician or licensed psychologist who can document that re-testing is not medically necessary to re-evaluate the disability, provided such earlier testing is submitted with this request. MSL may
require further clarification or information from you or a physician or licensed psychologist to support your request.

Your Name:

______________________________________________________________

Street Address:

______________________________________________________________

______________________________________________________________

City, State, Zip Code:

______________________________________________________________

Telephone:

______________________________________________________________

Email:

______________________________________________________________

(It is imperative that contact information is up-to-date. Please notify MSL with any changes as soon as possible.)

1. Please provide the medical diagnosis for your disability, describe the specific nature of your disability in detail as it relates to your request and describe how that disability affects your ability to learn.
2. When were you first diagnosed with your disability and by whom was it diagnosed?

3. What type of medication, treatment or services are you presently using to help with your disability?

4. What type of accommodations have been provided to you during college? Did you use this service throughout all your school classes?

5. Please attach documentation from your previous colleges where such service was provided. A letter from the appropriate official at the school should be obtained by you. Copies of any previous documents or letters received from them should be submitted.
6. Are you requesting a different type of accommodation than was provided to you in college? If so, please explain the reason for the change.

7. What accommodations, if any, did you request on the S.A.Ts. Or the LSATs? Please submit copies of any such request and the testing company’s response.

8. Please describe the accommodation requested and attach the supporting medical documentation.

I affirm that the above information is true and complete.

Signature:
MSL complies with the Americans with Disabilities Act of 1990 (ADA) and provides appropriate services to students with disabilities. If you have a disability and want to request an accommodation under the ADA, please submit the questionnaire and this information to Associate Dean Coyne.

1. **The Professional Who Provides the Medical Documentation.**

   Documentation must be provided by a professional who specializes in the area of disability. For example, an allergist must document an allergy, a psychologist or psychiatrist must verify a psychological disability; a properly credentialed learning disabilities specialist must verify a learning disability; an audiologist must verify hearing impairment. **Documentation from a family member or family friend is not acceptable.**

2. **The Medical Documentation Must Contain.**

   A. Specific diagnosis and description of the disability, including an indication of the duration of the disability.

   B. Names of any tests that were given to determine the disability.

   C. Description of any treatment that the student is undergoing or has undergone and any medication the student has been prescribed for the disability.

   D. Description of the probable impact of the disability in a law school setting.

   E. For the diagnosis of a specific learning disability, objective evidence of a substantial limitation to learning must be provided. At a minimum, the evaluation must address areas including aptitude, achievement, and information processing.

   F. The documentation must be written on the professional’s official letterhead, with the professional’s license number.
G. Information provided by the professional in the letter of documentation will be considered when making decisions about the student’s request. Final accommodation decisions rest with MSL.