

# CARDOZO LAW

**BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY**

FROM: Office of Student Services and Advising

TO: Cardozo Students

RE: Reasonable Accommodations

The Office of Student Services and Advising assists students with documented disabilities or medical conditions in obtaining reasonable accommodations. If you believe that you may need an accommodation, please make an appointment to meet with the Director of Student Services & Advising, in room 1043, 212.790.0429, [CardozoStudentServices@yu.edu](mailto:CardozoStudentServices@yu.edu) as soon as possible to discuss your situation.

Students seeking reasonable accommodations should bear in mind that they are responsible for the following:

- Asking for assistance before experiencing difficulty
- Advising the Office of Student Services and Advising of the exact nature of the accommodation(s) desired
- Providing supporting documentation in a timely manner
- Meeting all academic responsibilities and deadlines, taking into account any agreed-upon accommodations
- Submitting a completed initial request form. Due to timing and processing, no request will be accepted within 10 business days of the final examination period of any given semester
- If seeking accommodations for examinations, submitting a form requesting special exam administration conditions for each and every examination period by the specified date
- Bringing any problems to the immediate attention of the Office of Student Services and Advising, since it can take time to evaluate the request and, if approved, to arrange the accommodations. No relief can be given retroactively.

Supporting documentation should be recent and come from an appropriate, licensed professional who is not a member of the student's family. The documentation must be dated, signed and on the letterhead of the professional. The documentation must be submitted to the Office of Student Services and Advising, along with the attached "Initial Request for Special Accommodations" form. The adequacy of the documentation will be determined by Yeshiva University's Office of Disability Services, or by consultants whom the Office may engage. At times, additional documentation may be required. All medical information will be kept confidential as required by law.

In order to expedite a request and ensure that appropriate accommodations can be provided, students should be sure that their documentation addresses the issues listed on the following pages:

I. **For students with learning disabilities** (Evaluation and documentation should be from within the past three - five years, or if the student is not yet 18 years of age, testing must be administered in the past two years)\*:

- A. Identification of the tests administered as part of a psycho-educational evaluation;
- B. The nature of the learning disability. A diagnosis as per the American Psychiatric Association's Diagnostic and Statistical Manual - V (DSM-V) is required. Terms such as "learning problems," "learning differences," "weaknesses," etc., are not the equivalent of a learning disability;
- C. Description of the student's functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting, e.g. test-taking); and
- D. Recommendations regarding effective accommodations to equalize the student's educational opportunities and the rationale for each recommendation.

*\*When applying for accommodations to the state Bar Exam the requirements for supporting documentation may be stricter.*

II. **For students with Attention Deficit Hyperactivity Disorder** (Evaluation and documentation should be from within the past three - five years, or if the student is not yet 18 years of age, testing must be administered in the past two years)\*:

- A. Assessment consisting of a history of symptoms, including evidence of ongoing impulsive, hyperactive or inattentive behavior that has significantly impaired functioning over time;
- B. Identification of the tests administered as part of a psycho-educational evaluation (including standardized measures for inattention, hyperactivity and impulsivity, if possible). Neuropsychological or psycho-educational assessments are needed to determine the current impact of the condition on the individual's academic functioning;
- C. Description of the student's functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting, e.g. test-taking), while ruling out other common behaviors in adults, such as procrastination, disorganization, distractibility, restlessness, boredom, academic under-achievement or failure, low self-esteem, chronic tardiness or nonattendance, and distinguishing them from clinically significant impairment; and
- D. Recommendations regarding effective accommodations to equalize the student's educational opportunities and the rationale for each recommendation.

*\*When applying for accommodations to the state Bar Exam the requirements for supporting documentation may be stricter.*

III. **For students with physical, sensory and health-related disabilities:**

- A. Specific diagnosis;
- B. Date of diagnosis and date of last in-person contact with the student;
- C. Statement as to the "major life activities," impacted by the student's impairment(s) and level of severity;
- D. Description of the student's functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting); and
- E. Recommendations regarding effective accommodations to equalize the student's educational opportunities and the rationale for each recommendation.

**IV. For Students with psychiatric disorders**

- A.** Specific DSM diagnosis;
- B.** Instruments and procedures used to make the diagnosis;
- C.** Date of the diagnosis and date of last in-person contact with the student, preferably within 6 months to one year;
- D.** Statement regarding the severity of the impairment;
- E.** Description of the student's functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting); and
- F.** Recommendations regarding effective accommodations to equalize the student's educational opportunities and the rationale for each recommendation.

**V. For students with temporary disabilities:**

- A.** Specific nature of the condition;
- B.** Date of the diagnosis and date of last contact with the student;
- C.** Assessment of current level of disability and description of the student's functional limitations in law school (i.e. how does the impairment significantly limit a major life activity in an educational setting);
- D.** Prognosis as to the expected duration of disability; and
- E.** Recommendations regarding effective accommodations to equalize the student's educational opportunities and the rationale for each recommendation.
- F.** In the event that the temporary disability continues beyond its expected duration, additional documentation may be required.

Please feel free to meet with a member of the Office of Student Services and Advising to discuss any questions or concerns that you may have regarding the requirements above. We look forward to working with you.

# Benjamin N. Cardozo School of Law, Yeshiva University

## INITIAL REQUEST FOR SPECIAL ACCOMMODATIONS

Students who have documented disabilities or medical conditions may be eligible for special accommodations. Students who are seeking accommodations should review the guidelines contained in the Cardozo Student Handbook, and then complete the form below and return it to the Office of Student Services and Advising, room 1043.

Name: \_\_\_\_\_ Circle one: 1L 2L 3L LL.M.

Student ID: \_\_\_\_\_

Please check the relevant category and then specify the nature of your disability on the line provided:

Learning: \_\_\_\_\_

AD/HD: \_\_\_\_\_

Hearing: \_\_\_\_\_

Speech: \_\_\_\_\_

Visual: \_\_\_\_\_

Mobility: \_\_\_\_\_

Emotional: \_\_\_\_\_

Other: \_\_\_\_\_

What specific accommodation(s) are you requesting?

\_\_\_\_\_  
\_\_\_\_\_

Do you plan to use a laptop to take your law school examinations?  Yes  No

**Please attach all relevant medical documentation.** In addition, attach documentation from colleges, universities and/or the Law School Admissions Council (for the LSAT) if they provided you with an accommodation. Requests for accommodations will not be reviewed until supporting documentation is submitted.

This document will serve as written authorization for ODS to share information as it deems necessary in order to consider and implement your accommodations.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----*For University Office of Student Services and Advising only*-----

Further documentation is required: \_\_\_\_\_

The following accommodation has been approved:

Signature of University Official: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_