



STUDENT ACCESSIBILITY SERVICES - OFFICE OF STUDENT AFFAIRS

LLS Appeal and Complaint Resolution Procedure for Students with Disabilities

Federal law requires that Loyola Law School (LLS) adopt and publish procedures regarding access to its educational programs for persons with disabilities. LLS complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, as well as state and local regulations regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to, or participation in, LLS' services, programs, and activities.

LLS recognizes that disabilities may include mobility, sensory, health, psychological, and learning disabilities. LLS will make every appropriate effort to provide accommodation and adjustment for all documented disabilities, as required by law. However, consistent with federal and state law, LLS will not make accommodations that would result in an undue hardship, or that would fundamentally alter the nature of its educational programs.

LLS POLICIES AND PROCEDURES REGARDING THE DETERMINATION OF QUALIFICATION FOR SERVICES AND DELIVERY OF ACCOMMODATIONS

Students should be aware that before any type of disability accommodation(s) can be offered, appropriate documentation of disability must be submitted to and approved by Student Accessibility Services (SAS). This documentation must be consistent with the guidelines outlined on the SAS web page at <https://my.lls.edu/studentaffairs/disabilityaccommodations>. Appropriate documentation must be submitted for each particular type of disability for which a student seeks accommodation. If the professional(s) completing this required documentation have questions that are not answered by the information on the SAS webpage, it is the student's responsibility to have the evaluating professional contact the SAS. The documentation review process by SAS occurs only after all the requested documentation has been received. Students will be informed of the results of the documentation review in a letter from SAS.

Before reaching a decision, SAS may require additional information to determine whether a student qualifies for SAS services or a particular disability accommodation. Any such request will be made in a letter from SAS, which will include specific document requests and/or list questions that require response or clarification. Once this additional information is received from the evaluator(s), SAS will conduct a new review of the documentation and the student will be informed in writing of the decision.

Students should be aware that faculty or staff cannot approve or provide accommodations to any student without receiving approval from SAS. Students should not present faculty or staff members with documentation about their disability — this information should be provided only to SAS .

The SAS guidelines and application information are available from SAS in the Office of Student Affairs and are also described on the SAS webpage (<https://my.lls.edu/studentaffairs/disabilityaccommodations>). Failure to complete the application process and to comply with the SAS guidelines may result in a student failing to receive accommodation(s).

SAS COMPLAINT RESOLUTION PROCEDURE

Even with everyone's best efforts, it is possible that a difference of opinion may arise concerning the delivery and management of your disability support services. If this should happen, and you believe that additional consideration and review is warranted, we strongly encourage you to utilize the LLS Complaint Resolution Procedure for SAS. Students who believe that their request for services and/or accommodation have been improperly denied or that they have been discriminated against and the basis of the disability should follow the steps outlined below.

Step 2. If a student believes the Dean of Students has not adequately addressed the problem or concern, the student should submit a written complaint to the Associate Dean for Faculty. The complaint should contain the student's name and address and a complete description of the alleged violation(s) of the student's legal rights. The complaint should be filed with the Associate Dean for Faculty within thirty (30) days after the student becomes aware of the alleged violation(s). The Associate Dean for Faculty will independently review the matters set out in the complaint.

Step 3. If, after meeting with the Associate Dean for Faculty, the student remains of the view that the matters set out in the complaint have not been adequately addressed, the written complaint will be forwarded to the Vice President for Human Resources for investigation and decision.

After receiving the complaint, the Vice President for Human Resources will review and investigate the matters asserted in the complaint with the student, Dean of Students, the Associate Dean for Faculty, and any other necessary individuals and gather additional information, as necessary. Following this review and investigation and in a timely manner, the Vice President for Human Resources will then render a written decision, addressing and resolving the matters alleged in the complaint. A copy of the decision shall be provided to the student and the Dean of Students.

FILING A COMPLAINT WITH THE OFFICE OF CIVIL RIGHTS

The above-described LLS SAS Complaint Resolution Procedure neither prevents nor substitutes for the right of a student to file a complaint with the U.S. Department of Education's Office for Civil Rights, a federal agency that oversees enforcement of certain civil rights laws affecting educational institutions. The Office for Civil Rights may be contacted by phone at (415) 486-5555; TDD (877) 521-2172 or via its website at <http://www.ed.gov/about/offices/list/ocr/index.html>.

I hereby acknowledge receipt of a copy of this document and confirm that SAS in the Office of Student Affairs has explained the LLS Complaint Resolution Procedure for SAS to me.

Student Name

Date

SAS Staff Signature

Date

For individuals with disabilities or special print related needs, this publication can be made available in alternate formats. For more information, please contact the Student Accessibility Services at (213) 736-8151.