

## **NON-STANDARD TEST ACCOMMODATIONS APPEALS**

### **General Information**

An applicant whose request for non-standard testing accommodations was denied or only partially granted, may file an appeal with the Office of Attorney Admissions (OAA). Applicants whose request for non-standard testing accommodations was rejected as incomplete or untimely do not have the ability to submit an appeal. An applicant cannot appeal a courtesy request determination or a re-application for non-standard testing accommodations request.

Instructions on how to file an appeal are below.

An appeal is not a substitute for an incomplete application.

A written appeal, along with any supporting documentation, must be received by the OAA no later than seven (7) days from the date of the Non-Standard Testing Accommodations Determination Letter. Upon a showing of good cause, OAA may, in its discretion, extend this deadline if a request for an extension of the time to appeal is made prior to the expiration of the seven (7) day period. Such extensions are not guaranteed, and must be supported by good cause.

In filing an appeal, there is no need to resubmit information already on file with OAA.

The appeal may not present any new diagnosis or disability that was not identified in your application.

The appeal may not include any new non-standard testing accommodation requests.

OAA will review the appeal and notify the applicant as soon as reasonably possible once a determination has been made.

Please be aware that OAA is NOT obligated to issue a written explanation when rendering decisions following a timely appeal. Applicants are simply advised whether the appeal is denied or granted.

### **Filing Instructions**

1. Any applicant whose request for non-standard testing accommodation is denied in whole or in part may appeal the determination. The appeal format requirements are:
  - typewritten,
  - attest to the truth and accuracy of the statements made therein,
  - be made under penalty of perjury, and
  - contain the applicant's original signature and date.
2. The appeal is the applicant's opportunity to address the deficiencies that OAA or its expert consultant(s) noted and/or to provide any explanation, information, or documentation that may aid OAA in its review on appeal. The appeal should clarify facts and identify documentation, if any, that OAA or its expert consultant(s) have overlooked or misapprehended.

3. The appeal may also include additional documentation, including documentation from healthcare professionals, to clarify facts or identify documentation, if any, that OAA or its expert consultant(s) have overlooked or misapprehended.
4. The appeal and any additional documentation must be provided to OAA at the same time.
5. An applicant MUST notify OAA immediately, via the Messaging Center in their online application portal, they plan to file an appeal.
6. The appeal (and any accompanying documents) must be uploaded into the applicant's Citrix ShareFile folder previously provided to them to submit their request for non-standard testing accommodations. Supporting documents may be photocopies.
7. An applicant MUST also send a communication in the Messaging Center in their online application portal that their appeal (and any accompanying documents) was uploaded to their assigned Citrix ShareFile folder and is complete.
8. OAA will review the appeal and notify the applicant of the appeal determination as soon as reasonably possible. If granted non-standard testing accommodations on appeal, the applicant will be provided an Individual Exam Schedule (IES).
9. Second or subsequent appeals will not be accepted by OAA.

#### **NOTICE CONCERNING THE SUBMISSION OF DOCUMENTS IN DIGITAL FORMAT**

OAA will only accept documentation in digital format using Citrix ShareFile®. Upon submitting documents to OAA in digital format, an applicant is representing that each digitized document is a complete and accurate representation of the original document. OAA reserves the right to request production of the original of any uploaded document. **Do not upload appeal paperwork to your online admissions application.**