

# HARVARD LAW SCHOOL

Protocol for

## **Student Disability Grievances/Appeals at Local Level**

Harvard Law School makes every effort to provide equal access to its programs and courses by providing reasonable and appropriate accommodations. If you disagree with the approved accommodation or you have a concern involving discrimination on the basis of a disability, please provide a written statement of the concern, with supporting medical documentation to Lakshmi Clark, Director of Student Affairs.

If the grievance cannot be resolved independently and promptly at the local level, a committee will convene to review the matter. The committee will be comprised of the Dean of Students, the Dean for Faculty and Academic Affairs, the Registrar, and, as non-voting members, the HLS Accessibility Services staff. The committee may contact the instructor, program managers, or other appropriate personnel to discuss the requested accommodations as needed. The committee may also request additional medical documentation or an independent medical evaluation on any request for accommodation.

In cases where timeliness of an accommodation is important, every reasonable effort will be made to complete each stage of the process set forth above within 10 working days, unless the circumstances require a more rapid response. In some situations, it may be appropriate to provide the requested accommodation on a provisional basis, without obligation to continue the accommodation if it is found to be unreasonable or inappropriate.

If you are dissatisfied with the decision of the committee, you may appeal in writing to the Director of University Disability Services at [disabilityservices@harvard.edu](mailto:disabilityservices@harvard.edu). Information about the University grievance process is available at <http://accessibility.harvard.edu/pages/grievance-procedures>.

While students are encouraged to utilize Harvard's process towards resolving disability-related grievances, all students have a right to file a complaint directly with the U.S. Department of Education, Office of Civil Rights (OCR). OCR's contact information is below:

Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA, 02109-3921, Telephone: 617-289-0111, TDD: 800-877-8339, Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

*This document is available in alternative format upon request.*