

H A R V A R D L A W R E V I E W

WRITING COMPETITION ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The *Law Review* provides reasonable accommodations for students with disabilities. Details on our accommodations process for the writing competition can be found below. If you have any questions, please reach out to us directly for further information, at lawrev@harvardlawreview.org.

How can I request accommodations for disabilities? Please fill out the *Law Review*'s [Accommodation Request Form](#). You may return your materials in person or by email to [Lakshmi Clark-McClendon, Senior Director of Student Affairs in the Dean of Student Office](#) or to [Jennifer Heath, Program Administrator at the *Law Review*](#). If you are submitting your request via email, we suggest [secure file transfer](#) for all confidential materials. If you have questions or need help submitting, please reach out to Lakshmi Clark-McClendon at lclark@law.harvard.edu or 617-496-2437, or to Jennifer Heath at jheath@law.harvard.edu or 617-495-7889.

What documentation does *HLR* require? Our [accommodation request form](#) asks students to describe their disabilities, their accommodations history, and how they anticipate their disabilities will affect their experience of the writing competition. In addition, we may ask for the following documentation:

Learning Disability: Psychoeducational or neuropsychological evaluation

Attention Deficit Disorders: Psychoeducational or neuropsychological evaluation

Hearing Impairments: Audiogram and Statement from Medical Provider form

Visual Impairments: Acuity Report and Statement from Medical Provider form

Physical Impairment: Letter from a treating practitioner or Statement from Medical Provider form

Psychiatric disorder: Letter from a treating practitioner or Statement from Medical Provider form

What accommodations does *HLR* provide for competition-takers? *HLR* endeavors to provide reasonable accommodations that reflect the unique needs of individual competition takers. We work with a nationally renowned testing accommodations expert to make decisions about specific accommodations on a case-by-case basis, based on the information submitted by each applicant. Some students applying for accommodations may receive different accommodations for the *HLR* writing competition than they might receive with respect to their law school exams due to differences between *HLR*'s one-week competition and the tighter time limits of in-class and take-home tests. In the past, accommodations have included: extra time to complete the competition, electronic or screen-reader compatible versions of the competition materials, and use of a reader/scribe provided by *HLR*. We have provided accommodations to students with a wide range of disabilities, including physical, psychiatric, sensory, mental, and learning disabilities.

Does *HLR* provide accommodations for students who serve as editors of the *Law Review*? Yes. *HLR* is committed to providing reasonable accommodations to allow students accepted as editors to complete their day-to-day *HLR* work and contribute fully as members of the *Law Review*'s community.

What is *HLR*'s process for determining accommodations? Students who would like an accommodation should submit [the accommodation request form](#) as described above between March 1 and April 10. *HLR* editors do not make decisions about accommodations. *HLR* relies on a nationally renowned testing accommodations expert, Dr. Loring Brinckerhoff, to review each student's submission and provide recommendations for accommodations that are tailored to *HLR*'s competition. Jennifer Heath, a permanent staff member who is not an HLS student, manages all requests, inquiries, and logistics related to accommodations for the competition. Information related to individual students' disabilities will not be shared with *HLR* editors and is kept confidential.

When will I hear back if the accommodations I requested are approved? You will hear from us within three weeks of submitting all the required materials. In some cases, we will reply with an accommodation decision. In other cases, our consultant, Dr. Loring Brinckerhoff, will reach out via phone or email for additional information or documentation. He will also work with the applicant to help them understand what accommodations may be most appropriate. We know that the process of applying for accommodations and the uncertainty while waiting to hear back can be stressful. As a result, we'll endeavor to get you a decision as soon as we can. We also encourage students to submit the accommodation request form as soon as possible.

Does applying for an accommodation commit me to completing the competition? No. You can apply for an accommodation and subsequently choose not to take the competition or choose not to use any approved accommodations.

If I receive extra time, will I be required to take the competition on campus? No, receiving extra time alone will not require you to be on campus. Students receiving extra time will have the option to submit either in person or by mail (or, in limited cases, electronically). If your accommodation includes an option to submit electronically, you will receive specific information notifying you that the option is available and instructing you about how to submit online.

If I live on campus and receive extra time, will I be able to stay in my campus housing? All students living in campus housing who are planning to take the writing competition have the option to apply for housing extensions using [this housing form](#). In most cases, the latest extended move-out deadline would be 8 p.m. on Saturday, May 23, the last day of the competition. However, if your accommodation involves extra time for the competition, you will be able to work with Student Support Services Staff to extend housing to account for the extra time.

How can I learn more about the writing competition and *Harvard Law Review*? Attend our tips sessions, review our website and scholarship, and reach out for a coffee chat. If you'd like to talk to someone about the accommodations process in particular, please reach out to Jennifer Heath, a non-student *HLR* staff member who manages the logistics related to our accommodations process, at lawrev@harvardlawreview.org or 617-495-7889. For more information about life on the *Review*, please reach out to our Vice President of Coordinating and Outreach, Shaiba Rather, at outreach@harvardlawreview.org.

Will my accommodations-related information be kept confidential? Will my accommodation impact how my competition entry is evaluated? All information regarding disabilities and accommodations will be kept confidential. Accommodations recommendations to *HLR* are made by our consultant, Dr. Loring Brinckerhoff. Final decisions are made by *HLR*. Nothing about your accommodations application or your receipt of accommodations will be part of the competition entry that is considered in the selection process. All competition grading is doubly anonymized.

As part of the holistic review statement, you will have an opportunity to identify any aspects of your identity you would like the *Law Review* to consider as part of its selection process. These disclosures are at your discretion and separate from any information you provide as part of the process of applying for accommodations. The holistic review statement is also considered separately from the grading process, so any information you provide regarding your identity will not impact competition grading.

What happens if something goes wrong? If something goes wrong before or during the competition, reach out to us immediately, at lawrev@harvardlawreview.org and by phone, at 617-495-7889. Jennifer Heath, a non-student *HLR* staff member who manages the logistics related to our accommodations process, will work with you to resolve issues quickly and provide extra time or resources as appropriate.

Extra time or resources for major emergencies during the competition will be assessed on a case-by-case basis, at the discretion of *HLR* and in consultation with Dr. Loring Brinckerhoff, our accommodations consultant. Our internal guidelines for decisions about extensions and other responses if emergencies arise is as follows:

1. In the event that a medically documented emergency prevents a student from completing some of the competition, we will endeavor to provide a reasonable amount of extra time. Please get in touch with Jennifer Heath, a non-student *HLR* staff member, at lawrev@harvardlawreview.org or 617-495-7889 as soon as possible if a medical emergency or disability-related event prevents you from dedicating time to the competition during the period provided.
2. In the event that a serious administrative problem — due solely to errors from *HLR* and through no fault of your own — prevents you from taking the competition, we will endeavor to provide a reasonable time extension. To be considered for extra time in response to maladministration — including issues accessing electronic files as part of an accommodation — you must get in touch with Jennifer Heath, a non-student *HLR* staff member, at lawrev@harvardlawreview.org or 617-495-7889 as soon as you become aware of the error and work with *HLR* to rectify the problem. In extreme circumstances, we will consider additional responses on a case-by-case basis.