# RECOMMENDED TIMELINE FOR REQUESTING ACCOMMODATIONS

# ON THE MPRE AND BAR EXAM

## Summary/Highlights

* Take the MPRE in your 2L year if possible, and apply for accommodations at least 3 months before that exam.
* Assemble bar exam accommodations paperwork by your 2L year if possible, and apply, ideally, by November of your 3L year and, if possible, no later than January of your 3L year.

## 1L/First Year

## Fall Semester

**NOTE: The following steps assume you are starting law school with a known and documented disability. You may register with DRP at any time during your law school career. If you suspect you have a disability but have never been diagnosed, contact the Disability Resources Program (DRP) for more information about testing and support.**

* Gather existing (historical) documentation of your disability (e.g., testing reports, IEP/504 plans, medical records, accommodation letter from undergraduate institution, proof of accommodations on LSAT, etc.). Submit to DRP.
* Ask your current, treating physical or mental health professional(s) to complete one or more of our Disability Verification Forms. Submit to DRP.
* Contact DRP at disabilityresourceprogram@uchastings.edu to submit documentation and schedule a comprehensive access planning and intake meeting before the deadline.[[1]](#footnote-1)
* Participate in meeting to review documentation[[2]](#footnote-2) and determine accommodations.
* Consult with DRP Director Lisa Noshay Petro to determine if/when you need to update your documentation.
* If you know you want to take the California bar exam, register with the California State Bar and remember your file number. If you know you want to take a bar exam outside of California, consult that state’s bar exam accommodation page to identify necessary support and application timelines and procedures.

## Spring Semester

* Submit your Continuing Service Form to continue your accommodations (every semester).
* Were you advised during your to update/obtain new documentation (e.g., psychoeducational or neuropsychological testing) early? Start the process now.
* Review the MPRE’s website and decide when to take the MPRE. The MPRE is offered three times a year: in August, late October or early November, and March. The College recommends that students take the Professional Responsibility or Legal Ethics class and the MPRE during your 2L year because difficulty on the MPRE reinforces the need to take Critical Studies 2 and/or 3 and to otherwise practice on AdaptiBar during law school and because taking the MPRE in the 2L year leaves time for retaking if needed. Also, applying for and receiving accommodations on the MPRE helps support your later request for accommodations on the bar exam. If you expect to seek bar exam accommodations, you should seek accommodations on the MPRE.
* If you are taking the MPRE over the **summer**, review the MPRE’s website and familiarize yourself with the timeline, documentation guidelines, and process. Draft the narrative. Meet with Director to review the process and receive the required form.
* Submit your request for accommodations for the **Summer** **MPRE** approximately three months before the exam.

## Summer after 1L Year

* If you are taking the MPRE in the **fall**, review the MPRE’s website and familiarize yourself with the timeline, documentation guidelines, and process. Draft the narrative. Meet with Director to review the process and receive the required form.
* Submit your request for accommodations for the **Fall** **MPRE** approximately three months before the exam.

## 2L/Second Year

## Fall Semester

* If you are taking the MPRE in the **spring**, review the MPRE’s website and familiarize yourself with the timeline, documentation guidelines, and process. Draft the narrative. Meet with Director to review the process and receive the required form.
* Submit your request for accommodations for the **Spring MPRE** approximately three months before the exam.
* Check in with DRP if your situation has changed, you’ve received updated documentation, or you are requesting new accommodations.
* Review DRP’s pages on [MyHastings](https://uch--simpplr.na96.visual.force.com/apex/simpplr__app?u=/site/a0i4100000GvY3HAAV/dashboard) regarding the process and nuances of requesting accommodations on the MPRE/bar exam.
* Review the State Bar’s website on Testing Accommodations and familiarize yourself with the process and forms.[[3]](#footnote-3)
* Meet with the Director to discuss the process and timeline for petitioning the State Bar for accommodations.
* If your disability(ies) is/are fixed, permanent, and unchanging, consider starting the process to request accommodations on the bar exam **now** (e.g., updating/obtaining new documentation, gathering historical records, updating your MPRE narrative or writing a new narrative, etc.)

## Spring Semester

* If you are taking the MPRE in the **summer**, review the MPRE’s website and familiarize yourself with the timeline, documentation guidelines, and process. Draft the narrative. Meet with Director to review the process and receive the required form.
* Submit your request for accommodations for the **Summer MPRE** approximately three months before the exam
* If you need to increase your student loan to cover the cost of obtaining an updated assessment, do so before the deadline (approximately end of March). Contact DRP and the [Financial Aid](https://uch--simpplr.na96.visual.force.com/apex/simpplr__app?u=/site/a0i4100000CZX0xAAH/dashboard) office for more information
* Check in with DRP if your situation has changed, you’ve received updated documentation, or you are requesting new accommodations.

## Summer

* If you haven’t yet met with the Director to discuss the process and timeline for petitioning the State Bar for accommodations, do so now.
* If you haven’t yet obtained new or updated documentation, especially if you need updated testing, do so now.
* Gather all historical documentation (e.g., old IEPs/504 plans, older testing reports, etc.)
* If you have a physical or medical condition, request your medical records.
* If you are taking the MPRE in the **fall**, review the MPRE’s website and familiarize yourself with the timeline, documentation guidelines, and process. Draft the narrative. Meet with Director to review the process and receive the required form.
* Submit your request for accommodations for the **Fall MPRE** approximately three months before the exam.

## 3L/Third Year

## Fall

* If you are taking the MPRE in the **spring**, review the MPRE’s website and familiarize yourself with the timeline, documentation guidelines, and process. Draft the narrative. Meet with Director to review the process and receive the required form.
* Submit your request for accommodations for the **Spring MPRE** approximately three months before the exam.
* Meet with the Director to review your petition, including all documentation and narrative, for submission to the State Bar
* **SUBMIT YOUR PETITION TO THE STATE BAR REQUESTING ACCOMMODATIONS BY NOVEMBER 1ST.** We recommend you submit earlier, but certainly by no later than November 1. It can take the California State Bar as much as three to four months before they make a determination; you want to make sure you give yourself enough time to **APPEAL** if they deny your accommodation request in whole or in part.

## Spring

* If you didn’t submit your petition in the fall, **SUBMIT YOUR PETITION NO LATER THAN JANUARY**. This is cutting it close, but if you are very attentive to deadlines associated with submission and appeal, you can still get the accommodations you need.

## Summer

* If you did not submit your petition in the spring, **THE FINAL DEADLINE IS JUNE 1. It is usually too late to appeal at this point if they deny your request for accommodations.**
1. The deadline is announced in the Weekly each semester. More information is included on our [MyHastings](https://uch--simpplr.na96.visual.force.com/apex/simpplr__app?u=/site/a0i4100000GvY3HAAV/dashboard) page. [↑](#footnote-ref-1)
2. You will be advised of the sufficiency of your documentation for purposes of receiving accommodations in law school, whether your documentation is likely to be sufficient for the MPRE/bar exam, and considerations for when to request bar exam accommodations. In general, and depending on your disability(ies), we recommend that students planning to take a bar exam update their documentation by their 2L year, if possible. [↑](#footnote-ref-2)
3. [California State Bar](http://www.calbar.ca.gov/Admissions/Examinations/Requesting-Testing-Accommodations); [New York State Bar](https://www.nybarexam.org/ADA/ADA.htm); [Washington State Bar](https://www.wsba.org/docs/default-source/licensing/admissions/bar-exam/application-instructions.pdf?sfvrsn=3be138f1_36) [↑](#footnote-ref-3)