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May 21, 2015

Timothy E. Hawks
Hawks Quindel S.C.
222 E. Erie Street, Suite 210
P.O. Box 442
Milwaukee, WI 53201-0442

Re: Professor Sabina Burton/Request for Reasonable Accommodation

Dear Tim:

I am responding to your letter of April 30, 2015 on the above-referenced accommodation requests as a follow up to the several telephone and email exchanges we have had.

As you know, one problem in analyzing Dr. Burton's accommodation requests is that we lack any communication from a medical professional that describes her disability and sets forth the accommodations that she requires in order to work. I have asked you to supply such documentation and you have agreed, although you indicated that it would take some time to put this together. We must have that documentation from you, but because of the timing and need to plan for the fall semester, we are moving forward to address the request.

Regarding Dr. Burton's course schedule, we have arrived at a course schedule that appears to fit the requested accommodation. She has agreed to teach four face-to-face courses for the fall semester and will teach Mondays, Wednesdays, and Fridays. Our offer to release her from service activities still stands if she needs to rest and is unable to commit to meetings scheduled on Tuesdays and Thursdays.

It is also my understanding that the office transfer request was granted and that Dr. Burton is satisfied with her new office.

In your letter you state the following:

. . . Dr. Burton believes she will be able to teach up to four face-to-face courses this coming semester if she has the ability to rely on a graduate assistant on those episodic occasions when her disability

temporarily disables her. She anticipates possibly needing such accommodation by graduate assistant support in facilitating group work and discussions, all, of course, under her careful guidance and by her instructions provided beforehand.

We are unable to provide a graduate assistant for Dr. Burton. The monies that you identified in your letter are for the exclusive use of the on-line Masters in Criminal Justice program (MSCJ) for which Dr. Cheryl Banachowski-Fuller is the director. I have discussed this with Dr. Fuller. The MSCJ program has already determined that it will not be hiring a graduate assistant for fall of 2015. The graduate assistant from last year, referenced in your letter, was funded to work only with the MSCJ program and not the undergraduate program. It would not be a proper use of the MSCJ funds to redirect them to support the undergraduate program.

The Criminal Justice Department does not rely on teaching assistants and advertises itself as a professional course of study where the students are taught by qualified experts in the field. UW-Platteville as with the rest of the comprehensive campuses in the system does not generally use teaching assistants. There are no discussion sections for Criminal Justice courses such as may exist in undergraduate programs such as at UW-Madison or UW-Milwaukee where we have graduate students pursuing doctoral degrees.

The course schedule that Dr. Burton has accepted is made up entirely of entry level, introductory courses. There is less call for facilitating group work and discussions in those courses than there may have been in the upper level courses that did not fit Dr. Burton's accommodation request. Except for limited contact with students during office hours (which Dr. Burton proposes to do from home by Skype), the work load for those courses consists of preparation, lectures, and grading/critique. All of these Dr. Burton would need to do as the professor staffing the course because the students have been promised that they will learn from highly qualified professional instructors like Dr. Burton and not from graduate students.

Currently, we do not have any resident graduate student who would be qualified to assist Dr. Burton in teaching her course load. The graduate program, as I mentioned, is an on-line program with few students in residence. In our judgement, there is no graduate student currently admitted who is both resident in Platteville and has the ability to assist Dr. Burton in teaching her courses, even if we were able to use funding for that purpose.

Please confirm that Dr. Burton will be able to teach this schedule on these terms without a graduate assistant. The closer we get to fall, the more important it is that we are assured that we have the staffing we have promised our students. Criminal Justice has become a very popular major at Platteville which is owing to the excellent instruction that has been provided and has enhanced the

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Department's reputation. Dr. Burton's participation is no small part of that achievement.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Sloan Lattis". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Jennifer Sloan Lattis
Deputy General Counsel