

University of Cincinnati College of Medicine Policy and Procedures for Students with Disabilities

In compliance with the American Disabilities Act and Section 504 of the Rehabilitation Act, the University Of Cincinnati College Of Medicine grants reasonable and appropriate accommodations to medical students with documented disabilities. To consider a request the student will need to submit the following documentation:

1. Detailed written documentation to the College of Medicine which verifies a functional impairment that substantially limits one or more major life activities. Examples include physical disability as well as psychiatric and learning disability.
2. The documentation must come from a professional deemed qualified to provide it by the College of Medicine.
3. The documentation from the professional must provide a specific current diagnosis, complete diagnostic history, enumeration of a comprehensive battery of appropriate tests (one or two subtests will not suffice) or procedures which provide evidence for diagnosis and recommendations for specific accommodations, a discussion of dual diagnosis, detailed explanation of why accommodations are necessary and how the disability impacts a major life activity. If the disability is a learning disability which is typically manifested during childhood, then academic records (including teachers' comments) beginning with elementary through secondary should be included. Documentation should also include any history of prior accommodations, if none have been provided, then an explanation as to why accommodations are needed at this time.
4. The accommodation requested must be in compliance with the College of Medicine's Essential Technical and Health Standards and will not compromise the competency standards for admission, retention and graduation

Procedures for Students Requesting Eligibility for Test Accommodations

1. It is the responsibility of the student to request test accommodations and to submit all of the information, forms and documentation on his/her behalf by the deadline dates.
2. A request for test accommodations eligibility must be made in writing and specify the test accommodations being requested. The request must also outline all of the documentation and materials submitted for review.

3. A request for test accommodations eligibility is submitted to the Assistant Dean for Academic Support in the Office of Student Affairs.
4. Any request for test accommodations eligibility must be accompanied by a detailed report from a qualified professional verifying the need for accommodations.
5. Test accommodations eligibility requests must be submitted with current documentation (within the past three years) as to the disability and the need for accommodations. Test accommodations cannot be applied retroactively to any completed course work or examinations.
6. Requests for test accommodations eligibility is reviewed by the College of Medicine's Americans with Disability Act (ADA) Committee. The ADA Committee members include the Senior Associate Dean for Medical Education, Associate Dean for Student Affairs & Admissions, Associate Dean for Faculty & Legal Affairs and the Assistant Dean for Academic Support. Other expert professionals may join the committee to comprehensively and fairly evaluate the test accommodations eligibility request as needed.
7. A decision by the ADA Committee will be communicated to the student in a letter from the Assistant Dean for Academic Support within fifteen (15) business days of receipt of the written student request and all of the accompanying documentation.

Procedures for Students Eligible for Test Accommodations

1. A written request for eligibility for test accommodations is required for each academic year from the student (see Attachment A) fifteen business days prior to the first day of class. The ADA Committee need not re-review the determination of a disability unless the student's disability has changed.
2. The Dean's Office will notify course directors of a student's eligibility for test accommodations at the earliest possible time, as a courtesy, to allow the course directors opportunity to make necessary arrangements. The Senior Associate Dean for Medical Education's Office will assist academic departments in making arrangements for test accommodations upon request.
3. The Assistant Dean for Academic Support writes a new letter for each academic year verifying that the student is eligible for test accommodations. The student may show this eligibility letter to course directors as needed. The student is responsible for notifying instructors of

his/her test accommodations in a timely manner and discussing arrangements for test accommodations with course directors at least two weeks prior to the accommodations. Eligibility information must be provided to course and clerkship directors at the beginning of the course or clerkship. No course director or faculty can or should grant test accommodations without specific recommendations for eligibility from the ADA Committee.

4. Each year, when presented with the eligibility verification letter, the student signs the Description of Test Accommodations document (Attachment B) indicating an understanding of and compliance with the College of Medicine policy and procedures for disability accommodations.

Standard Types of Test Accommodations

The College of Medicine normally permits two standard test accommodations for documented learning disabilities:

1. Extended time on written examinations. Additional time granted for written examinations is time and a half (1.5 x the standard amount of time). Requests for double time, or additional time needed on other examination formats will be considered only with documentation which specifically verifies additional need.
2. Alternative testing room. Requests for a separate testing room must be accompanied by documentation of need for testing in a less distracting environment than the standard testing room.

Requests for additional types of test accommodations will be reviewed by the College's ADA Committee on a case-by-case basis. In all instances, written documentation for the accommodations must include current diagnosis, complete diagnostic history, specific recommendation(s) and supportive evidence/data at the time the request is made (see Procedures for Students Approved for Test Accommodations, Item #3 above).

Examination Administration

Upon review and approval for eligibility by the College's ADA Committee, the student signs a testing agreement for the academic year which indicates (but not limited to) the following eligibilities, based upon the recommendations of the Office for Disability Services:

1. Exams will be administered in an environment with limited distractions.
2. The course director determines the starting time, duration, and place for all special exams.

3. Whenever possible, all students taking a special administration do so at the same starting time.
4. Exams begin promptly.
5. No additional time is given for breaks taken during scheduled exam times unless as specified by the ADA Committee.
6. Exams may or may not be proctored at the discretion of the College of Medicine.
7. Faculty or other designated personnel may enter the testing room to check on student needs and to resolve problems associated with the exams.
8. Unless circumstances dictate otherwise, practical exams are taken with the rest of the class.

Students with learning disability will ultimately be evaluated by and meet the same requirements for successful completion of a course or program as all other students.

Accommodations for the United States Medical Licensing Examinations (USMLE)

The University Of Cincinnati College Of Medicine does not administer medical licensing exams, and therefore, does not determine eligibility for USMLE accommodation.

The USMLE website <http://www.usmle.org/> provides information about the process by which applicants can request test accommodations. The individual requesting test accommodations must initiate the request for test accommodations in writing. Requests for accommodations cannot be initiated by a third party.

Students who receive test accommodations at the College of Medicine are encouraged to request accommodations and they do so from the National Board of Medical Examiners (NBME). The Assistant Dean for Academic Support at the College of Medicine can complete the required Certificate of Prior Test Accommodations form if the student requests it. The NBME independently determines whether test accommodations will be provided for each USMLE, regardless of whether the College of Medicine has provided test accommodations for course examinations. Approval of disability accommodations by the University Of Cincinnati College Of Medicine does not indicate that the NBME will approve test accommodations for the USMLE. Students must request test accommodations for each time or each step of the USMLE.

Originally approved by Faculty Council - 9/11/97
Annual Updates by the ADA Committee
Updates approved by Faculty Council – 12/14/06
Reviewed by Educational Policy Committee - 8/2/07

Attachment A
Student Request for Test Accommodations Form

Test accommodations are requested for the following academic year _____

Name (Please Print) _____

UC -1

UC – II

UC – III

UC – IV

Nature of disability:

- Hearing Disability
- Learning Disability
- Physical Disability
- Attention Disorder

- Psychiatric Disability
- Visual Disability
- Other _____

Based on the documentation submitted, what test accommodations are you requesting?

- Extended time (time and a half) on written examinations (including computer-administered written examinations) is the standard amount of additional time granted by the College of Medicine. Requests for double time, or additional time needed on other examination formats will be considered only with documentation which specifically verifies exceptional need.
 - Double time requested
 - Additional time needed on other exam formats
- Alternative testing room.
Requests for a separate testing room must be accompanied by documentation of need for testing to occur in a distraction-limited environment.
- Request for additional types of test accommodations (describe below or attach)

Please note that you must provide the University of Cincinnati College of Medicine with supporting documentation verifying your disability consistent with the UC College of Medicine Americans with Disability Act Test Accommodations Guidelines (attached). The documentation must be from a qualified professional with appropriate credentials. The documentation must provide a specific diagnosis, complete diagnostic history, enumeration of a comprehensive battery of appropriate tests (one or two subtests will not suffice) or procedures which provide evidence for diagnosis and recommendations for specific accommodations, a discussion of dual diagnosis and a detailed explanation of why the accommodations are necessary and how the disability impacts a major life activity. If the disability is a learning disability which is typically manifested during childhood, then academic records (including teachers' comments) beginning with elementary through secondary should be included. Documentation should include a history of prior accommodations, if none have been provided, then an explanation why

accommodations are needed at this time. The accommodations requested must be in compliance with the College of Medicine's Essential Technical Standards and must not compromise the minimum competency standards for admissions.

Requests for test accommodations must be made in writing using this form each school year and specify the test accommodations being requested. Submit the request, with the supporting documentation, to the Assistant Dean for Academic Support. The responsibility for submitting this request and all supporting documentation is with the student.

Test accommodations must be submitted in a timely manner, and are not applied retroactively. Requests are reviewed by the College of Medicine ADA Committee within fifteen (15) business days following receipt of the written request and all of the accompanying documentation. Written requests must be submitted at least 15 days prior to the first day of classes.

I understand that this request for test accommodations applies only within the UC College of Medicine, and that the decision to grant eligibility for accommodations is not a precedence, guarantee or any indication that an outside agency (such as the National Board of Medical Examiners for the Board exam), educational institution, hospital or consortium member, will provide me with any accommodations. I understand that I am responsible for, and must apply for any accommodations from any outside agency, educational institution, and hospital or consortium member on my own.

Signature _____

Date _____

Attachment B
Description of Test Accommodations

I understand that the University Of Cincinnati College Of Medicine has approved my request for test accommodations under the Americans with Disabilities Act. The ADA committee has approved the following test accommodations:

- _____ Extended time (1.5 x the standard amount of time) to complete written exams.
- _____ Alternative testing room, in a distraction-limited environment.
- _____ Other (as delineated here): _____

For purposes of these accommodations, I understand and agree to the following:

The accommodations for written examinations are limited to paper and pencil and computer-based examinations. The extended time does not include practical examinations, laboratory examinations, examinations that involve real or standardized patient interaction (including but not limited to the Clinical Competency Examination), or oral examinations. Final decision as to whether the test accommodations apply to a specific examination rests with the College of Medicine ADA committee.

A distraction-limited environment does not necessitate a private room be afforded to each student. Students with similar test accommodations may share a room for testing purposes at the discretion of the course director. Appropriate proctoring of the examination will be arranged. Students will be allowed to utilize ear plugs or headphones with no audio device attached at their own expense to block out sound, if necessary. The College of Medicine reserves the right to check the equipment at any point prior to or during the examination.

The extended time for the examination may be provided prior to and/or after the regular start and end times of the examination. This decision rests solely with the course or clerkship director.

It is the responsibility of the student to contact the course or clerkship director sufficiently in advance of each examination to discuss the arrangements. It is the responsibility of the student to be aware of the location of the examination as well as the start and end time of the examination.

Student conduct during all examinations is guided by the General Professional Standards: Guidelines for the Honor Council.

I understand that these test accommodations are being provided internally within the UC College of Medicine, and there is no guarantee that the National Board of Medical Examiners or any other outside agency will provide me with this same accommodations for the Board Exam.

Student Signature _____ Date _____