



Office of Student Affairs
 Division of Academic Affairs
 Brody School of Medicine
 East Carolina University

SOP #	[10.5.2]
Version #	3
Implementation Date	April 1, 2018
Last Reviewed/Update Date	June 20, 2023
Approval by ECC	July 5, 2023

Heading: ADA Accommodations

SOP Title: BSOM ADA Accommodations

Rationale

To support learner education and success, the Brody School of Medicine (BSOM) Office of Student Affairs works very closely with [the East Carolina University Department for Disability Support Services](#) to determine any accommodations that may be necessary for an individual learner. The East Carolina University (ECU) Department for Disability Support Services is located on ECU’s main campus, and their mission is to ‘provide individuals with disabilities support that will enable them to access programs, services, facilities, and activities of the university and to enhance disability awareness among all constituents of the university’.

Scope

Brody School of Medicine Courses

Accommodations that apply to courses within BSOM, including but not limited to testing accommodations, adaptive devices, seated sessions, and alternative format of textbooks will be handled by the learner, the Office of Student Affairs, and the Department for Disability Support Services on ECU’s main campus through the procedures outlined in this document. This includes accommodations for learners with physical disabilities affecting their ability to work in a clinical environment.

United States Medical Licensing Examinations

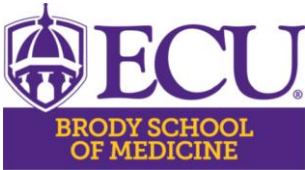
The National Board of Medical Examiners (NBME) defines the criteria in determining whether a given disability warrants testing accommodations on the United States Medical Licensing Examination (USMLE). A learner with testing accommodations here at BSOM is not guaranteed to receive the same or any accommodations on the USMLE. Learners with questions about accommodations on the USMLE must contact the NBME directly for information about the review process. Information about testing accommodations can be found on the [USMLE website](#).

Definitions

ADA: The Americans with Disabilities Act, which prevents discrimination against people with disabilities.

Accommodation: A change or adjustment from the normal curriculum or equipment format that allows an individual with a disability to access content or complete tasks to pursue a regular course of study.

DSS: Disability Support Services.



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Responsibilities

Directors in the Department of Disability Support Services:

A Director will meet with medical learners who need any kind of accommodation during their time at Brody. This office will work with the learner to issue a letter detailing approved accommodation(s) that the learner will provide to the Brody School of Medicine Office of Student Affairs and Office of Medical Education to begin the process of providing the accommodation(s).

Medical Learner:

Accommodations for BSOM Courses:

- Learner initiates meeting with and provides documentation of disability to the Director of Student Services for the Department of Disability Support Services.
- Learner provides Director’s letter to BSOM Office of Student Affairs and Office of Medical Education.
 - Learner is responsible for downloading their letter from the Clockwork portal and submitting this documentation via Red-Cap.
- Any changes in requested accommodations (e.g. - declining test accommodations for an exam set) must be requested three (3) business days in advance of the exam/quiz/event. This includes the initial accommodations letter issued by DSS.

Accommodations for United States Medical Licensing Examinations:

- Learner accesses the National Board of Medical Examiners website and completes application for accommodations.

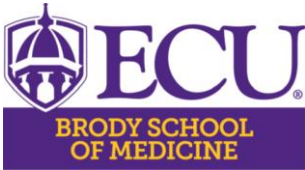
Office of Medical Education: Maintains provided documentation (Director letters) regarding all learners needing accommodations. This office will facilitate accommodations by notifying all course directors as well as testing officials in the Office of Medical Education.

Office of Student Affairs:

Maintains provided documentation (Director letters) regarding all learners in need of accommodations.

Course/Clerkship Directors and Coordinators, Course Faculty, Office of Student Affairs and Testing Administrators:

All parties must treat accommodation information as FERPA protected. Every effort will be made to protect learner confidentiality while providing the appropriate accommodations.



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Procedures for Implementation and Review

This procedure is to be reviewed by the M1-M4 Curriculum Committees before approval by the Executive Curriculum Committee every three years.

This procedure will be disseminated by the Office of Student Affairs to students and teaching faculty/administration.

Related Policies

9.9.2

Applicable Laws, Regulations & Standards

LCME Standards 10, 11, and 12.