

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Accommodations		SOP #: SA.002.02
Effective Date	02/01/2018	
Last Revision/Review	2/1/2021	

1. Purpose

Define the process concerning student requests for an educational setting accommodation based on a documented disability.

2. Related Policy/Authority

Policy B9100 - Accommodations

[Student Handbook: Students with Disabilities](#)

[Americans with Disabilities Act \(ADA\)](#) and [Section 504 of the Rehabilitation Act of 1973](#)

3. Faculty/Staff Responsibilities

Office of Student Affairs

4. Definitions/Abbreviations

Words and acronyms that are used in the procedure

5. Procedural Steps

1.1 Accommodation Request Process

- a. Students who believe they have a qualifying disability that requires accommodation must contact the Office of Student Affairs to file their request.
- b. All student requesting an accommodation must submit a completed BCOM Request for ADA Accommodations Form and provide all necessary documents (outlined below under "Documentation Guidelines")
- c. The Office of Student Affairs will appoint an ad hoc Accommodations Committee to review all requests for accommodations and provide a recommendation for reasonable accommodations.

2.1 Documentation Guidelines

- a. A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. Documentation must indicate that the disability substantially limits some major life activity and/or learning.
- b. A Qualified Professional Must Conduct the Evaluation
 - i. The assessment must be administered by a trained and qualified (i.e. certified and/or licensed) professional (physician, educational psychologist, etc.) who has had formal training consistent with diagnosing the disability. The Office of Student Affairs must approve the qualifications of the provider.
- c. Documentation Must be Current

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- i. The diagnostic evaluation should be age appropriate, relevant to the student's current learning environment, and show the student's current level of function. If documentation does not address the individual's current level of function, a re-evaluation will be required. Documented evaluation should be no more than three (3) years old from the date of request. If the evaluation becomes older than three (3) years during the student's enrollment at BCOM, the student is required to receive an updated evaluation to continue receiving approved accommodations.
 - d. The College recommends students submit their evaluation and supporting documents at least thirty (30) days prior to matriculation or as soon as a diagnosis is made.
 - e. Documentation Must Include a Specific Diagnosis and Must Be Comprehensive
 - i. The report must include a clear and direct statement that a disability exists and provides a specific diagnosis.
 - ii. The documentation must include a summary containing relevant historical information, diagnostic tools and/or assessments used, instructional interventions, related services, and age of initial diagnosis.
 - iii. The documentation must also include objective data regarding aptitude, achievement, and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.
- 3.1 Recommendations for Accommodation Approval
 - a. A prior history of an accommodation, without a demonstration of a current need, does not, in and of itself, warrant the provision of that accommodation.
 - b. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendation(s) with specific test results or clinical observations.
 - c. If an accommodation is not clearly identified in the diagnostic report, the College will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by the College. The College will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided.
 - d. The College reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment of provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.
- 4.1 Record Maintenance
 - a. Upon receiving an accommodation request, a confidential file will be created by and located in the Office of Student Affairs.
 - b. It is the sole responsibility of the student to ensure all records are current.
- 5.1 Notification of Request Determination
 - a. Upon completion of the Accommodation Request Review, the Office of Student Affairs will notify the student of the determination.
 - b. If any accommodations are approved, the Office of Student Affairs will also notify the following parties (when applicable):
 - i. Testing Center Manager

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- ii. Associate Dean for Student Assessment
- iii. Assistant Dean for Pre-Clinical Education
- iv. Associate Dean for Pre-Clinical Education
- v. OMM Course Director

6.1 COMLEX/USMLE

- a. Any accommodations provided to students by the college may not be similarly granted by external agencies that administer academic assessments as part of the College's graduation requirements.
- b. Students seeking to request such accommodations will be required to work with those agencies directly. Such students may elect to contact the Office of Student Affairs for consultation.

6. Reports/Charts/Forms/Attachments/Cross References

BCOM Request for ADA Accommodations Form

7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

Signature on File	2/1/2021
Vanessa Richardson MAEd	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
6/4/2019	1	Update to Accommodations Committee		6/4/2019
1/22/2021	2,6	Revised Resource links		2/1/2021