Office of Disability Services

Accommodations Services for Students with Disabilities

Registration and Information Packet

Morehouse School of Medicine

Office of Disability Services
720 Westview Drive, S.W.
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Atlanta, GA 30310
(404) 756-5200
ODS@msm.edu

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Guidelines for Requesting Accommodations

Morehouse School of Medicine's Office of Disability Services is committed to providing an equitable and inclusive environment for all members of the community. It is the policy and practice of the Office of Disability Services to comply with the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act (ADAAA), 504 of the Rehabilitation Act of 1973 and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual shall be denied access to or participation in events, programs or services at the School. Through outreach and education, our office will promote access and awareness to all members of our MSM community.

Reasonable academic adjustments s will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Office of Disability Services and discuss possible academic adjustments.

Students who believe they have a disability that require reasonable academic adjustments should make contact with the Office of Disability Services to discuss his/her needs. The following steps should be followed to ensure a smooth process:

Self-Identification

1. The students identify themselves as having a disability by meeting with the Office of Disability Services. Students can request an appointment by phone (404) 756-5200, or e-mail ODS@msm.edu.

2. During the initial contact with the Office of Disability Services, an Initial Intake Form is completed and the following is evaluated with the student: the nature of the disability, the student's service expectations and the type of disability documentation guidelines that best suit their needs. Students are encouraged to submit complete, current documentation at the earliest possible date to ensure reasonable academic adjustments are granted in a timely manner. Late requests, partial or old documentation may delay the academic adjustment process.

Eligibility for Services

In order to receive services from the Office of Disability Services, you must provide documentation of your disability from a qualified professional that makes evident the current impact of the disability as it relates to the academic adjustment(s) requested. Once documentation is received, eligibility will be evaluated on a case-by-case basis.

Documentation Guidelines

Students requesting services and academic adjustments for a disability will be required to submit documentation to verify eligibility for services under Section 504 and ADAAA. To assist students in assembling appropriate documentation to support their request for academic adjustments, the Office of Disability Services has specific documentation guidelines for their disability. Carefully read the general guidelines on this page and the guidelines applicable to your disability or disabilities, as you are responsible for submitting documentation that complies with these guidelines. We recommend providing a copy of the guidelines to your qualified professional before the preparation of your documentation. If a student and/or qualified professional wishes to discuss the documentation guidelines, s/he can contact the Office of Disability Services by phone (404) 756-5200 or via e-mail at ODS@msm.edu.

All documentation must be completed by a qualified professional. A "qualified professional" is defined as a **licensed** physical or mental health care provider who has had extensive training in the field related to the student's disability. This would include a licensed physician, psychiatrist, psychologist, clinical or educational psychologist, school psychologist, neuropsychologist, or a learning disability specialist with the license to diagnose according to the *DSM-IV/DSM-IV-TR*. Regardless of professional background, it is not appropriate for the evaluation to be done by a member of the student's immediate or extended family. Also note that it is the student's responsibility to pay all costs involved in obtaining evaluations and documentation of a disability.

Please see the following guidelines and submit documentation of your disability using one of the following verification criteria:

- ADD/ADHD
- Learning Disability
- Medical/Physical Disability
- Psychological Disability

Documentation should be sent directly to Morehouse School of Medicine's Office of Disability Services directly from the Licensed Professional, rather than from the student or the student's family.

In addition to the documentation criteria that are submitted from your Licensed Professional, the Office of Disability Services must also receive these completed documents in order for the file review process to begin:

- Release of Information

- Confidentiality Statement
- Requested Accommodations Form

Personnel from the Office of Disability Services will also gather information from instructors and course directors about the academic requirements for the student's classes and what types of reasonable academic adjustments might assist the student in meeting the academic requirements of the courses, including practicum experiences. The students also will be asked to participate proactively in understanding the academic requirements and providing insights into the reasonable academic adjustments that would allow the student to fulfill the academic requirements. The Office of Disability Services will consider any recommended reasonable modification or adjustment that would enable the student to have an equal opportunity to benefit from the academic program, and will take into consideration the extent of the student's disability (if any), the student's prior use of academic adjustments, the nature and complexity of program content, and the modes through which course content is presented.

Notification of Decision Regarding Request for Reasonable Academic Adjustments

1. Initial determination of eligibility will take up to seven (7) working days. In the case of discrepancies with documentation, other individuals will be consulted on a need to know basis.

2. Students will receive a written response from the Office of Disability Services in a timely manner notifying him/her of the outcome of his/her request for academic adjustments. You will be contacted by the Office of Disability Services staff with the results of your file review. All decisions with regard to reasonable academic adjustments will be delivered to the student in writing during an appointment with the ODS or by mail at the address provided by the student.

3. If any reasonable academic adjustments are granted, you must make an appointment to meet with the Office of Disability Services. At this appointment, you will receive instructions on how to effectively use your approved academic adjustments and next steps to complete the registration process.

4. After reasonable academic adjustments are granted to the student, the Office of Disability Services will provide an individualized Letter of Accommodations addressed to the student's instructors. The student will then deliver the letters with the approved academic adjustments to his/her instructor. Students are encouraged to submit these letters as early as possible to ensure that the instructor is aware of the academic adjustments the student is eligible to receive.

Grievance Procedure

Any MSM student who believes that he or she has been denied academic adjustments required by law shall have the right to invoke the Office of Disability Services Grievance Procedure. This Grievance Procedure is designed to address disagreements or denials regarding requested services, academic adjustments, or modifications to School academic practices or requirements. For more information regarding this process, please see the ODS Grievance Procedure.