**administrative policy:**  students

accommodations for students with disabilities

*last reviewed: april 2017*

*responsible university officer: associate dean of student & multicultural affairs*

*policy owner: associate dean of student and multicultural affairs*

*policy contact: coordinator of academic support services*

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**policy statement**

students with disabilities, like all applicants admitted to the upstate medical university, enter with scholastic credentials representative of the upstate medical university’s high academic standards. applications are considered without regard to disabilities and it is important for students to identify themselves soon after acceptance to the upstate medical university or at the time of registration, if they wish to request special services or reasonable accommodations.

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**reason for policy**

americans with disabilities act

upstate medical university is diligent in its effort to comply with the americans with disabilities act of 1990. we are committed to providing reasonable accommodations to all technically able people with disabilities to enhance their academic experience at our institution.

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**procedures for requesting accommodation and registering as student with disabilities**

**step i:** students with disabilities—information form

all students are mailed an information letter and student with disabilities information form with their acceptance letter to upstate medical university. please fill out and return the student with disabilities information form to academic support services as soon as possible after your acceptance to upstate medical university, or at least one month prior to classes to ensure timely accommodations.

**step ii:** qualifying for accommodations

to qualify for accommodation, a student must identify themselves to the academic support services, declare the disability or suspected disability in writing, and request accommodation. it is also the student’s responsibility to obtain a thorough written evaluation from an appropriate professional, documenting the presence, extent, and ramifications of the disability. in addition, the documentation should explain what specific types of accommodation the evaluator believes might be most helpful in offsetting the effects of the disability to an acceptable extent in a medical school environment. our goal is to provide equal opportunity without undermining the integrity of any course, clerkship, or program. the student must obtain this evaluation at their own expense and arrange to have the evaluation form and all supporting documentation forwarded to the academic support services. if an evaluation has been conducted in the past, a determination will be made if it is recent enough. an evaluation performed more than three years earlier may not be acceptable, and there are instances in which an evaluation must have been completed more recently. the academic support services can provide evaluation guidelines and forms before the student meets with an evaluator, or the student may refer to the documentation guidelines. all documentation must conform to these guidelines. there are specific documentation requirements for each kind of disability, download the appropriate paperwork at [http://www.upstate.edu/currentstudents/support/disabilities/accommodation/documentation.php](http://www.upstate.edu/currentstudents/support/disabilities/accommodation/documentation.php) (disability forms) or contact the academic support services at 315-464-8855 and we will send you the appropriate forms.

**step iii:** schedule your intake appointment

once your paperwork has been received, please call or stop by to schedule an intake appointment. during your intake appointment, you will meet with a student support services staff member and the process regarding your request for accommodations will be initiated.

**step iv:** notification of faculty

once you have completed steps i through iii, you will be given a letter that indicates you have registered with the academic support services as a student with a documented disability and are requesting accommodations. the letter will also outline specific accommodations that you have been approved for. when requesting accommodations from faculty/staff member, a student must present the letter. faculty/staff members are informed not to give students accommodations without a letter from the student support services office.

**step v:** requesting accommodation in a timely manner

students are responsible for requesting accommodations in a timely manner so professors/staff members may plan for those accommodations. for each class you choose to use these accommodations in, it is essential that you give the faculty member a copy of this letter during the first week of classes so that they can accommodate you properly. the academic support services does not discuss a student's disabilities or accommodations with faculty/staff member without written approval/waiver from the student.

students with questions or concerns should not hesitate to contact the academic support services, rm 215, library, 315-464-8855.

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**responsibilities**

student policies and their effectiveness are reviewed annually as the student handbook is updated.