

# Policies and Procedures for Students with Disabilities

## Department of Accessibility Services (DAS)

Emory University provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. Students requiring accommodations are referred to the [Department of Accessibility Services \(DAS\)](#). The DAS office offers a wide variety of services to students with documented disabilities.

As the administrative office responsible for managing access needs, providing Americans with Disabilities Act (ADA) accommodations, ensuring compliance with local, state, and federal civil rights regulations pertaining to disability law, and serving as a critical resource for the enterprise, it is DAS's role to embody Emory's commitment to its mission "in work and deed."

DAS assists eligible students and faculty/staff in obtaining a variety of services (i.e., alternative testing, note taking, interpreting, advocacy, mobility/transportation, etc.) and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.

Eligible students and faculty/staff must register and request service —contact DAS at Emory University or Emory's Oxford College. Confidentiality is honored and maintained.

In compliance with the Americans with Disabilities Act, Emory University School of Medicine is committed to making reasonable accommodations to assist students with documented disabilities to fulfill their educational objectives.

Students with disabilities who wish to request accommodations under the ADA must follow the University's procedures for verification of ADA eligibility by submitting supporting documentation to the Department of Accessibility Services (DAS). Once DAS verifies an individual's ADA eligibility, the student will work with the medical school's Associate Dean of Student Success, Dr. Christen Hairston, to coordinate their accommodations while matriculating. Further information about documentation requirements and the eligibility process can be found at the [DAS's website](#).

Once a student's ADA eligibility has been verified, there is no need to repeat the registration process unless the student's situation or needs change. Students must request an updated accommodation letter each term to share with Dr. Christen Hairston. If an adjustment to an accommodation is needed, it is the student's responsibility to reach out to DAS. Accommodations are **only determined by DAS**.

Any confidential records and documentation submitted by the student to DAS to support determination of ADA eligibility will be retained and kept confidential in the DAS office. Once an accommodation letter has been generated, it is the student's responsibility to share this letter with faculty, course directors, clerkship directors and clerkship coordinators. This is an official notice of the individual's ADA eligibility and guidelines related to reasonable accommodations appropriate for the individual's needs.

It is the responsibility of the student to request needed accommodations. Once a request is made, the student will meet with DAS and Dr. Christen Hairston to assist in the implementation of necessary accommodations. Unless a request is made, and the student authorizes release of the information regarding the need for accommodations

to appropriate others (faculty, staff, etc.), the medical school will not proceed with arranging accommodations. No retroactive consideration will be given to students who fail to request or to complete the approval process.

Notification to faculty and others about a student's need for accommodations will contain a statement of the student's ADA eligibility as well as guidelines for necessary accommodations. No information about the student's diagnosis, condition or history will be available in any way to course instructors or others from whom a student might request an accommodation.

The Associate Dean of Student Success will maintain a folder containing all accommodation letters for each student. Such material will be retained separately from the student's academic file, and access to such material will be limited and appropriate confidentiality will be maintained. The school will not release details related to accommodations that were provided (for example to residency programs, etc.).

Students will be apprised of ADA eligibility within the timeframe that is established by DAS. If a request for eligibility verification is made at the start of an academic period, accommodations cannot be implemented until the student's registration is finalized with DAS. Because of the number of verifications being processed at the beginning of the academic period, students are urged to submit their request for eligibility verification and accommodations as far in advance as possible. Advance preparation will ensure the smoothest availability of needed accommodations.

## **Requesting Accommodations and Determining Initial Eligibility**

Students who need accommodations to participate fully in Emory's programs must file a formal request for accommodations with DAS. This includes students who may develop an impairment due to an illness, accident, or surgery. DAS may be contacted about potential accommodations for a temporary disability. The best time to do so is immediately after registering for classes each semester or term or following the development of an impairment. This allows DAS to adequately coordinate services and provide instructors with reasonable notice.

Students new to Emory or the accommodations process must follow DAS policies and procedures for determining initial eligibility. Determination of eligibility for DAS services and accommodations is not part of the admission process. Returning students will skip this step.

Fill out Emory's [student registration form](#) and submit it along with the appropriate medical/disability documentation. A DAS staff member will review the application materials and determine appropriate accommodations specific to the individual's disabilities. Accommodations are developed for students on an individual basis and, depending on the course content and format, may vary by semester or term.

If a student is determined to be eligible for reasonable accommodations, a DAS staff member will meet with the student to discuss approved accommodations. Otherwise, DAS may assist the student in identifying voluntary and readily achievable means for meeting their needs.

*Students have the primary responsibility of advocating for themselves during the accommodation process. They should not rely on their parents, faculty members, or others to do so for them.*

# Implementing Accommodations

After registering with DAS and receiving approved accommodations, the student will request an accommodation notification letter via the [Accommodate](#) portal. Students who are already registered with DAS must request accommodation letters each term.

It is each student's responsibility to contact the Associate Dean of Student Success, Dr. Christen Hairston, to provide a copy of the official notification letter and to schedule a meeting to discuss EUSOM's policy for the administration of accommodations.

A copy of the official notification letter must also be submitted to individual faculty members, clerkship directors and coordinators responsible for teaching and/or administering an assessment of the student in which an accommodation is requested.

## Accommodations Testing Policy

Students must contact the Program Coordinator, Assessment, Joshua Cook at [joshua.cook@emory.edu](mailto:joshua.cook@emory.edu) to make test day arrangements. Arrangements must be requested in advance and receive prior approval if a student needs to take an examination outside of normal business hours.

### Before Your Exam

- To utilize approved accommodations, it is the student's responsibility to contact Joshua Cook at the beginning of each term they are registered and submit the official accommodation letter from the Department of Accessibility Services.
- Once the School of Medicine receives the letter of notification, students must contact Mr. Cook at the beginning of each course or clerkship to coordinate logistics of administration of any assessments in which accommodations will be used.
- It is also the student's responsibility to disclose to the director and/or coordinator of each course or clerkship if they choose to do so.
- Since both the student and their professor will need to complete several steps, it's important to verify that everything is ready before the date of each exam.
- You will receive an email confirmation to identify which building and room to report to for your exam.
- Review and confirm the exam schedule and details ahead of time.

### Day of Your Exam

Certain rules and requirements apply to the testing environment. Students must review and become familiar with the rules and procedures listed below.

### Test Day Rules and Procedures

- You must arrive ten minutes prior to the start of each exam or exam section for check in and to allow for any delays. Late arrival will result in loss of total examination time.
- You are required to adhere to your test day schedule.

- Do not bring any personal/Unauthorized items into the secure testing area. Such items include but are not limited to outerwear, hats, food, drinks, purses, briefcases, notebooks, notes, pagers, watches, cell phones, recording devices, WIFI enabled earbuds and photographic equipment.
- If required, show a photo ID to the proctor when signing in. Testing cannot take place without an ID if such a requirement is in place.
- Food and drinks are only allowed if their presence is an approved testing accommodation by the Department of Accessibility Services.
- You are not permitted to access any unauthorized items during the exam administration.
- A scratch pad or paper will be provided to you. You are not allowed to bring your own paper into the secure testing area.
- Do not make notes on your scratch paper prior to starting your exam and/or entering your start up code. Once your exam begins, you are permitted to make calculations or notes ONLY on the erasable note board or scratch paper provided.
- You must turn in all used and unused scratch paper to the proctor at the end of your exam
- You must adhere to the instructions provided by proctors administering the examination.
- Carefully review and agree to abide by any instructions provided or that appear at the start of the examination session.
- Test proctors are not authorized to answer questions from examinees regarding examination content or scoring during the exam.
- Do not leave the testing site at any time during the administration of your exam unless you inform and obtain permission from the testing proctor or are instructed to do so by test administration staff.
- Failure to follow test day rules and procedures may result in the withholding or cancellation of your scores, and/or a bar from future exams administered by the NBME.
- Earplugs and ear protectors are recommended.
- Exams are closely monitored. Staff enters the testing area often.
- If cheating occurs, the exam will be stopped, the course/clerkship/course director and dean will be notified, and all materials will be held for action.

## **Breaks**

- If part of the accommodation, your break(s) will be scheduled and timed.
- Return all test materials and personal items to the proctor before you start your break.
- Students may choose to omit/skip breaks, but students may not exceed scheduled break times unless given permission by the proctor.
- Time will not be stopped during any exam unless it is an approved testing accommodation; it is at the student's discretion to break while time is running.
- Note: EUSOM is not responsible for your personal belongings.

## **Cancellations**

- Tests must be cancelled 48 hours in advance with approval from the student's assigned dean.
- Students are responsible for rescheduling exams in communication with their dean and Mr. Cook.

## **EUSOM Accommodations Contacts**

### **[Christen Hairston, PhD, MEd](#)**

Director, Medical Education

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