

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) was enacted in July of 1990, with its provisions becoming effective at various dates thereafter. The ADA expands the rights of the disabled and augments existing anti-discrimination laws. Title III of the Act relates to anti-discrimination by entities engaged in public services and applies to the relationship between students and colleges and universities. The UCF College of Medicine complies with provisions specified in the ADA.

UCF COM Student Academic Support Services

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Operating Procedure for Student with Disabilities

UCF COM is committed to, and embraces, diversity in all forms. Students with disabilities are encouraged to access all of the resources available to them, including registering with Student Academic Support Services (SASS).

Students seeking accommodations or support services at UCF COM are required to register with Student Academic Support Services (SASS). Please be sure to review the full process of registering for accommodations below.

1. Once an offer of acceptance is made, students should register for accommodations with the Office of Student Academic Support Services (SASS) by or before orientation in August. To do so, students should complete an accommodation request form and gather appropriate documentation regarding their stated disability. Documentation regarding a student's disability should be from a qualified professional who is licensed and/or otherwise properly credentialed to diagnose or identify your disability/health condition. Additionally, documentation must be current (no older than three years) in order to be considered for accommodation requests.

Documentation should include:

- A date (no older than three years) and signature by qualified professional.
- A diagnosis of your disability/health condition.
- Description of the current impact/limitations of the disability/health condition with specific focus on what you would need as a student in the education environment.

- If the disability/health condition is permanent or temporary? If temporary, information on the needed duration of accommodations and timeline for an up-to-date evaluation of the disability/health condition.

2. Students should schedule an intake appointment with the Office of Student Academic Support Services in order to review the student's documentation and to discuss the student's disability and reasonable accommodations to provide the student with the best opportunity for success. It is also important for the student to include a history of any previous testing and accommodations as well as any documentation of disability testing.

3. A committee comprised of four disability services personnel will review your request for accommodations. Three members of the committee is a quorum for reviews. During your intake meeting, the following information will be taken into consideration to determine your eligibility for services, and if appropriate, recommended specific accommodations:

- Disability documentation (no older than three years)
- The requirements of your academic program

Eligible students will be provided information and appropriate procedures on accessing and utilizing approved accommodations. Students should note that reviewing and making a determination regarding accommodations can take time and should plan accordingly.

Following this, it is the student's responsibility to contact the SASS Office in writing by the following deadlines to formally request implementation of these accommodations.

- **UCF COM written exams**
 - No less than 14 business days before each exam.
- **National Board of Medical Examiners (NBME) exams**
 - No less than 6 weeks before each exam.
- **Objective Structured Clinical Examination (OSCE)**
 - No less than 6 weeks before each exam.

4. Regarding United States Medical Licensing Examinations, Step 1 & Step 2:

To apply: Students applying for accommodations should understand that requests for accommodations on the USMLE Step exams are made directly to The National Board of Medical Examiners (NBME) and do not go through the SASS Office, although we do assist students with the process. The NBME sets their own requirements for requesting accommodations, including specifications for disability documentation, personal statements, and other required information for your application. The request process is outlined on the NBME's website:

<http://www.usmle.org/test-accommodations/>

Students should review this information and are encouraged to meet with the SASS Office for further guidance and assistance. Additionally, the SASS Office will send out a detailed packet of information regarding the USMLE accommodation request process to all students who plan to apply for accommodations with the NBME.

Please note, accommodations granted by the UCF College of Medicine do not guarantee that the same accommodations will be considered by the United States Medical Licensing Examiners (USMLE) testing organization or National Board of Medical Examiners (NBME).

Timeline: Students requesting accommodations for Step 1 should begin the USMLE application process during the summer following M1 year (6 months prior to their exam). The process is time consuming, and it can take in excess of 160 days to receive a decision on your request.

When applying for Step 2, M3 students should also begin the application process 6 months prior to their exam. It can take in excess of 160 days to receive a decision on your request.