

Students with Disabilities and Faculty and Staff Rights and Responsibilities

The information below explains the rights and responsibilities of University of Iowa Carver College of Medicine students, faculty, and curriculum staff related to reasonable academic accommodations for students with disabilities.

Student Rights

- Equal access to academic courses, programs, and educational opportunities offered by the University of Iowa Carver College of Medicine.
- The right to engage in the interactive process and receive reasonable accommodations in a timely manner.
- The right to confidentiality regarding disability-specific information as permitted by law.
- The same rights and privileges available to other students at The University of Iowa Carver College of Medicine.
- The right to utilize informal and/or formal collegiate and university grievance procedures if you are not afforded one or more of the above rights.
- The right to an internal collegiate appeal related to your academic accommodations requests, and/or to seek review with the university's ADA Coordinator of collegiate accommodations decisions.
- The right to request changes or additions to, or withdrawal of, your academic accommodations.
- The right to select which of your approved academic accommodations you would like to use in each class, if any.
- The right to have your approved academic accommodations provided to you free of charge.
- The right to have information available in accessible formats, including accessible instructional materials as per IT Accessibility Policy <https://itsecurity.uiowa.edu/policies-standards-guidelines/itaccessibility>
- The right to be free from discrimination and/or retaliation.

Limitations on Student Rights: Requests for accommodations that are NOT reasonable include but are not limited to,

- Personal needs: personal attendants, individually prescribed devices, electronic readers for personal use or study, special eyeglasses, mobility aids, scribe/typist, etc.
- Unlimited individual tutoring
- Tardiness or lack of preparation
- Undue financial or administrative burden
- Direct threat to health and/or safety of students, University employees, patients, or visitors.

- Fundamental Alteration to the Course or Program:
 - Waiver of essential course requirements
 - Reduced or modified course or program educational standards
 - Waivers or substitutions of courses or core requirements that are essential to the program, licensing prerequisites and/or technical standards
 - Lowered passing scores
 - Change in exam format (e.g., seeking multiple choice test in place of essay exam)
 - Permission to retake exams
 - Permission to retake courses without record
 - Ungraded exams, or exams on a pass/fail basis
 - Reduction in course load
 - Access to a program when a student is not otherwise qualified (with or without accommodation)
 - Modification of class ranking

Student Responsibilities

- Accurately represent your approved academic accommodations to appropriate faculty and staff.
- Register with the Medical Student Counseling Center as an individual with a disability and complete your intake by following the process described in the CCOM Policies for Students with Disabilities
- During the pre-clinical curriculum, at the beginning of the semester or as soon as you receive a LOA, request to have your Letter(s) of Accommodation (LOA) sent to your curriculum manager, course director(s), and program director (physician assistant students) for each class in which you want to use approved academic accommodations.
- During the clinical curriculum, prior to or at the start of each clerkship in which you would like to use accommodations, provide your Letter(s) of Accommodations (LOA) to your clerkship director(s) and/or clerkship coordinator or program director (physician assistant students).
- Meet or communicate with your course/clerkship/program directors, or designated staff, at the beginning of each semester, or as soon as you receive your LOA if it is later in the semester.
 - Review your LOA with them and discuss the implementation of your academic accommodations in their class or clerkship.
 - Follow their direction about how to communicate with them regarding your LOA during the semester.
- Understand that academic accommodations are not retroactive. That means your academic accommodations *cannot* be used for assignments, exams, or quizzes that

occurred before your reasonable academic accommodations became active. The academic accommodations become active at the point the student has a conversation with and provides the LOA to the appropriate faculty and/or staff member.

- Meet the University's and College of Medicine's qualifications and essential technical, academic, and institutional standards.
- All costs associated with obtaining medical tests, reports, examinations, written support or letters, etc. associated with documenting your disability are at the student's expense.
- If problems or concerns regarding your academic accommodations arise, confer with your course/clerkship/program director(s) or designated staff, notify the Medical Student Counseling Center, and/or ask appropriate faculty/staff to contact MSCC with any questions or concerns.

Faculty and Curriculum Staff Rights

- Require students to initiate requests for reasonable academic accommodations through the established Carver College of Medicine process.
- Require that students provide you with a Letter of Accommodation (LOA) from the Medical Student Counseling Center before providing any requested academic accommodations.
- Require that students separately meet with you to discuss the academic accommodations that they want to activate at the beginning of the semester, or as soon as they receive their LOA.
- Require students to take an exam at an agreed upon time and location as long as it meets the LOA academic accommodations requirement(s) and applicable college policies.
- Engage as soon as possible with Medical Student Counseling Center regarding academic accommodations that you believe will result in a fundamental alteration to one or more essential components of the course or program.

Limitations on Faculty and Curriculum Staff Rights: You may NOT engage in the following actions related to students requesting reasonable accommodations,

- Deny a student reasonable academic accommodation(s) listed on their Letter of Accommodation (LOA) for the designated semester.
- Ask a student questions about their disability including but not limited to diagnosis(es), the nature of their disability, how long they have had the disability, their treatment plan, or the identity of their health care provider(s).
- Ask if the academic accommodation(s) is/are necessary.
- Request medical information about, or documentation of, a disability directly from a student.

Faculty and Curriculum Staff Responsibilities

- Ensure instructional materials are in accessible formats, which include captioned videos, text readable documents, etc. For additional information see: IT Accessibility Policy <https://itsecurity.uiowa.edu/policies-standards-guidelines/itaccessibility>
- Include a statement in the course or program syllabus referring students to Medical Student Counseling Center to engage in the process for requesting and receiving reasonable academic accommodations.
- Verbally inform your class at the beginning of the semester how you prefer to communicate with students with disabilities regarding approved academic accommodations.
- Meet with students who provide a Letter of Accommodations (LOA) from the Medical Student Counseling Center to discuss implementation of their approved academic accommodations.
- Provide academic accommodations in a timely manner.
- Refer students who self-identify as having a disability but are not registered and/or do not have an LOA to the Medical Student Counseling Center.
- Respect the student's right to privacy; keep disability related information confidential, including maintaining appropriate confidentiality of academic accommodations notifications and communications regarding disability.
- Contact the Medical Student Counseling Center with any questions or concerns about an approved academic accommodation, or how to best work with a student with a particular disability.