

# Undergraduate Medical Education

## Academic Accommodation Policy

*Student Assessment Component: Policy #SA-08*

*Supersedes: none*

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### 1.0 Guiding Principles

- 1.1 The MD Program is committed to ensuring access to the study of medicine to a diverse community of students, including students with disabilities.
- 1.2 Graduates and students of the MD Program must demonstrate the necessary skills and abilities that are required to meet the objectives of the MD Program.
- 1.3 The Queen's MD program welcomes students and applicants who require accommodation. In order to be successful and obtain an MD degree, all students in the program must meet the requirements of the curriculum and the Queen's MD Program's Technical Standards for the Admission, Retention, and Graduation of MD Students (Technical Standards). These standards are set out in the Council of Ontario Faculties of Medicine (COFM) policy document: *Essential Skills and Abilities required for the Study of Medicine (Approved November 2003)*<sup>i</sup>
- 1.4 In this policy "students" refers to current or accepted students in the MD Program and "applicants" refers to applicants to the MD Program.

### 2.0 Applicants for Admission to the MD Program

- 2.1 The MD Program will fairly and equitably considers each candidate's strengths and admission qualifications irrespective of the need for accommodation.
- 2.2 Potential applicants to the MD Program will be notified of the Technical Standards in advance of application.

2.3 Applicants who require accommodation to participate in the admissions assessment process will be advised that they must notify the School of Medicine Admissions Office at least 8 weeks in advance of the required accommodation. Staff in the School of Medicine Admissions Office may consult with the Disability Services Office regarding a request for accommodation during the admissions process.

2.4 Applicants who indicate a need for accommodation will be provided with a copy of this policy and the procedural requirements for accommodation during the admissions process.

### **3.0 Current Students in the MD Program**

#### **3.1 Long-term or Ongoing Academic Accommodation**

3.1.1 Students who require long-term or ongoing academic accommodation in order to pursue the Technical Standards, sit examinations or assessments, or pursue the objectives of the MD Program curriculum are encouraged to register with the Disability Services Office (DSO) at Queen's University.

3.1.2 The DSO, a unit within Health, Counselling and Disability Services, supports students with disabilities through the development of accommodation plans and other supports to ensure they have an equitable opportunity to pursue their academic or professional goals.

3.1.3 All students registering with the DSO must submit documentation prepared by qualified health care practitioners verifying the nature of their health condition or disability that warrants academic and other types of accommodation. All disability-related documentation is kept confidential and is not shared with any academic program or unit at Queen's. Students meet confidentially with a disability services advisor to discuss their disability and access needs. Typically, accommodation plans are developed in consultation with representatives from the School of Medicine to ensure they are meet the access needs of the student while respecting the objectives and the Technical Standards of the MD Program.

3.1.4 Information about the DSO, documentation requirements and available supports can be found here: <http://www.queensu.ca/hcnds/ds/>.

### 3.2 Short-term or Emergency Accommodation

3.2.1 Students who require accommodation on an emergency basis due to short-term disability or need may request accommodation through the Learner Wellness Centre and be granted short-term accommodation by the Chair, P&P Committee or the Associate Dean, UGME. Students who are granted short-term accommodation may be required to make up any missed assessments, examinations or other elements of the curriculum.

3.2.2 Students will be required to provide documentation in support of the need for emergency accommodation.

### 4.0 Confidentiality

4.1 Students should submit all disability-related documentation (e.g., medical, psycho-educational assessment, etc.) for long-term disability/accommodations to the Disability Services Office at Queen's University.

4.2 All information related to accommodation that is forwarded to the School of Medicine will be kept confidential and available only on a *need to know basis*. Documents related to accommodation will be kept secure in the student or applicant record separate from other documents and will be made available on a *need to know basis* only by consent of the student or applicant.

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<sup>i</sup> [http://www.ouac.on.ca/docs/omsas/COFM\\_Abilities\\_Sept03.pdf](http://www.ouac.on.ca/docs/omsas/COFM_Abilities_Sept03.pdf) (accessed August 30, 2013)