Procedures for Students Requesting Initial Eligibility for Accommodations under ADA

1. Email your request and supporting documentation to accessresources@uc.edu Please see Student Handbook “Disabilities: Student Policies and Procedures” for more information about required documentation. Accessibility Resources prefers documentation that offers the following information:
   - A diagnosis of disability or impairment that limits a major life activity;
   - How the condition will impact the student within the academic environment;
   - A listing of reasonable, appropriate accommodations that will lessen the impact of the disability within the academic setting.

2. Call Accessibility Resources at 556-6823 to confirm receipt of your documentation to ensure that it meets their guidelines. If so, you will be able to schedule your intake appointment. Be sure you tell them you are a medical student. You will be scheduled to meet with Mike Southern or Whitney Saunders.
3. Dr. Laura Malosh, Assistant Dean, serves as the UCCOM liaison for Accessibility Resources. Accessibility Resources will share your approved accommodation plan with Dr. Malosh who will notify your relevant course/clerkship directors. The nature of your disability and any supporting documentation will not be shared with anyone at UCCOM.

4. At the start of each new academic year, Dr. Malosh will ask you if you would like to renew your plan for that year. You will not need to renew through Accessibility Resources and you will not need to provide any additional documentation.

5. If you need to make any significant changes to your plan or if the nature of your disability changes, you will need to update your plan through Accessibility Resources who may ask you for updated documentation.

6. If you are approved for testing accommodations, you will take your exam at the location designated by UCCOM through the Office of Medical Education. You will not take your exams at the office of Accessibility Resources.