Accommodations Process for UW School of Medicine and Public Health

1. Complete the SMPH Accommodations Request Form.
2. FAX or personally deliver copies of the request form and supporting documentation to:
   Technical Standards Director
   UW Madison School of Medicine and Public Health
   2144 HSLC
   750 Highland Ave.
   Madison, WI 53705
   FAX: 608-263-1187
3. Call SMPH Student Services at 608-263-4920 and schedule a meeting with the Technical Standards Director to discuss how accommodations are implemented in SMPH.
4. Register for services through the McBurney Disability Resource Center website by selecting “How to Become a McBurney Client,” and then “Complete the Online Contact Form.” Make sure to identify yourself as a medical student on the Online Contact Form. Provide the SMPH Accommodation Request Form and the same supporting documentation sent to the SMPH Technical Standards Director. Once received, you will be emailed to schedule an intake appointment with the McBurney Director.
5. The McBurney intake appointment will:
   A. Determine disability status.
   B. Identify reasonable disability-related accommodations and services.
   C. Identify services that may require additional referrals to specific McBurney staff (e.g. sign language interpretation, document conversion, media or real time captioning).
6. The SMPH Technical Standards Access to Accommodations Committee (TSAAC) will review de-identified accommodations requests and supporting documentation two times per year as follows: Second Wednesday of July and Second Wednesday of December.
   A. Students requesting accommodations between the standard TSAAC meetings will be reviewed by a TSAAC subcommittee who may issue temporary accommodations.
   B. Approvals granted by the sub-committee are subject to review and revision by the full TSAAC during TSAAC standard meetings.
7. TSAAC, in conjunction with McBurney Disability Resource Center, determines final accommodations that are reasonable within the context of SMPH Technical Standards. Accommodation implementation letters are sent to the following:
   A. The student.
   B. All course directors working with that student during the academic year.
   C. McBurney Disability Resource Center.
   D. Testing and note-taking accommodations are referred as follows:
      • SMPH Testing Services receives a list of test-specific accommodations.
      • Students requiring note-takers work directly with a Learning Specialist in Student Academic Support Services.
8. Important Student Responsibilities
   A. Prior to a course starting, students are required to discuss implementation of accommodations with their course director(s).
   B. Although accommodations are in effect for an academic year, students are required to meet with the SMPH Technical Standards Director in November and May of each academic year to determine if accommodation plans need adjustments for the upcoming semester. Adjustments will require meeting with McBurney Center and may require additional documentation.
   C. Accommodations for board exams are approved and administered by NBME/USMLE. Students are expected to review USMLE accommodations requirements and begin this process on a timely basis.