





up will typically occur within 5 business days to schedule an appointment to engage with the student in the interactive process to better understand their condition and how it impacts their academic performance. Meetings can take place via phone, Teams, or in person.

**Step 3: Provide Disability Information**

Guidance will be provided regarding the extent and type of records needed during the initial meeting with the Director of Student Life and Well-Being. Students who do not have documentation of their condition, and/or who believe they have an



Director of Student Life and Well-Being, who will make every effort to resolve the matter. If the Director of Student Life and Well-Being is required to notify the Associate Dean for Student Affairs. If no resolution results, or if direct contact with the Director of Student Life and Well-Being is inappropriate under the circumstances, the student should initiate an appeal.

The student may formally appeal any Accommodations decision. To initiate the appeals process, the student must file the appeal within 60 days of the event(s) giving rise to the complaint. Appeals must be filed in writing and include the following:  
email address and phone number

- b. A full description of the problem
- c. A description of what efforts have been made to resolve the issue informally
- d. A statement of the remedy requested

Appeals for didactic and/or non-clinical accommodations that were granted by the Chair of the Admissions committee in an expedited review will go to the Accommodations Committee for review. Appeals for any accommodations that were granted by the Accommodations Committee will go to the Associate Dean for Student Affairs for review.

On appeal, the Accommodations Committee or Associate Dean for Student Affairs will review the appeal, the meeting minutes for the specific accommodation request, and any documentation that was available to the Director of Student Life and Well-Being. All of this information is also available to the student making the appeal.

If the Committee or Associate Dean finds the accommodation decision resulted from unfair, inappropriate, or incomplete application of the process for determining accommodation, they will work with the Director of Student Life and Well-Being to amend the decision of the Committee and inform the student and Accommodations Committee of the revised accommodation. The Accommodations Committee applies the new decision and notifies all parties of the revised decision via the normal notification processes.

If the Committee or Associate Dean finds that the accommodation decision resulted from fair and complete application of the process for determining accommodation, they inform the student in writing that the appeal cannot be granted, and the appeal process is terminated.

#### **Accommodations by Other Entities**

WMed cannot guarantee that accommodations provided by WMed will be provided by other entities, such as the NBME for USMLE examinations.

#### **Privacy**

Requests for accommodations, the minutes and actions of the Accommodations Committee, and the accommodations that are provided by the medical school are considered confidential. Students are permitted access to the meeting minutes for their case upon request. Information about accommodations, including requests for accommodations, is protected under FERPA (see policy UME518). This information is provided to the

