

Overview

The PHPD Office of Student Services works with students to provide reasonable accommodations for students with documented disabilities covered under the ADA. For more information, please reference [Tufts University Office of Equal Opportunity](#).

In accordance with the Tufts University School of Medicine policies and State and Federal regulations students with documented disabilities covered under the ADA are considered eligible for accommodation after completing the required paperwork and meeting with the Assistant Dean for Student Services. All accommodations must be requested in writing by the student and must be pertinent to the student's documented disability. Accommodations must not substantially alter the program, intent, process, nor be an administrative burden to execute for the parties involved.

Services

Depending on the nature of the disability, a student may be entitled to the following support services:

- Extended Time Exams
- Note takers
- Distraction-Reduced Exam Rooms
- Peer tutoring

Requesting Services

Students must submit the following:

1. Tufts PHPD Programs Request for Disability Support Services form (below).
2. Current documentation (not more than 3-5 years old) administered by a qualified healthcare professional, providing clear and specific evidence that a disability exists.
3. Your request will then be review by the Assistant Dean. Requests for accommodations may be shared for review and approval by a consulting licensed professional in the relevant field.
4. Following this review, the Assistant Dean will contact you within one (1) week to meet to discuss accommodation options and to provide feedback. After the meeting, your approved accommodations will be documented and provided to you in writing.

Required Documentation

A neuropsychological or psycho-educational assessment by a licensed professional within the past three years is required to evaluate students for impairments including but not limited to: brain injury, learning disabilities, generalized anxiety disorder, and Attention Deficit Hyperactivity Disorder (ADHD). These batteries should include aptitude and achievement tests.

Students with documented visual, hearing or other physical disabilities are required to submit the most current evaluation from their medical and academic providers. If the nature of the request for accommodation requires advance notice to arrange, please contact Janice Gilkes, Janice.gilkes@tufts.edu immediately.

The documentation should include:

1. A clear statement of the disability including prognosis.
2. History, including the length of time practitioner has known you.
3. A summary of evaluation procedures, as well as diagnostic tests/evaluation results used to make the diagnosis.
4. A statement of the functional impact or limitations the disability has on learning.
5. Each recommended accommodation should be accompanied by an explanation of its relevance to the disability as well as supporting data from the evaluation.

For Temporary Accommodations:

Temporary Accommodations may be considered as students await an appointment for testing. To be considered for temporary accommodations, a written diagnostic report from a licensed clinical professional that includes client history, DSM diagnosis, level of severity, symptoms, functional limitations (be as descriptive as possible), diagnostic procedures, treatment plan (types and frequency) and recommendations for accommodations in academic and clinical settings. Documentation must be on providers official letterhead.

Student Responsibility

The successful provision of reasonable accommodations will depend not only upon the available resources, but also upon the student's commitment to and responsibility for following the required policies and procedures. Maintaining active communication with both faculty and the Assistant Dean of PHPD or designated staff member and complying with deadlines for advance notice of specific accommodations are examples of these student responsibilities.

Tufts School of Medicine, Public Health and Professional Degree Programs
Request for Disability Support Services Form

General Information *(Please Type or Print)*

Legal Name _____

Email Address _____ **Cell Phone** _____

Program _____

Address _____

Disability

- Hearing Impairment Visual Impairment Specific Learning Disability
 Mobility Impairment Speech Impairment Other

Nature of Disability Explain:

Type of accommodation requested (be specific):

Type of accommodations previously received (informational purposes only):

Student Rights and Responsibilities

- a. Participate equally in and benefit from courses and other educational programs through the University
- b. Access reasonable accommodations and/or auxiliary aids and services with equity.
- c. Expect confidentiality regarding disability-related information and to choose to whom information about the disability will be disclosed, except as disclosures are required/permitted by law.

- d. To approve the release of accommodation information to instructors and as desired.
- e. To meet qualifications and TUSM/Program standards for courses and graduation.
- f. To self-identify as an individual with a disability and to provide appropriate documentation to the University in order to be eligible for services.
- g. To request accommodations within 3 weeks of the beginning of each term.

By this signature, I understand that I am approving release of accommodation information to PHPD Programs administration and consultants as necessary. I understand that I must meet with the administration each academic year in order to determine and arrange appropriate accommodations. I have read and consent to my rights and responsibilities as a student with a disability.

Student Signature _____ Date _____