

Faculty Notification of accommodations

Students play a vital role in implementing their accommodations by alerting faculty that they are registered in the Disability Service's (DS) Office and have approved accommodations. Accommodation letters received from the DS Office can support this process. Notification should be done in a timely manner well in advance of an exam (two weeks minimum is recommended). Rising 3rd and 4th year medical students should initiate conversation with clerkship/sub I directors when they receive their lottery schedules to discuss accommodations that will impact scheduling, placement location or other unique accommodations in clinical settings. Medical students should refer to the [implementation handout](#) for clarification around implementation of blackboard exam accommodations in years one and two vs. year three, and for implementation of shelf exam accommodations in year 3. The Director of DS is available to answer any questions about implementation.

If a student experiences difficulty implementing an accommodation this is considered an urgent matter and should be discussed with the Director of Disability Services immediately. The Director, Christine Low, MSW, can be reached via email at Christine.low@mssm.edu. If a student has followed the process for notification of faculty and does not have approved exam accommodations the student should troubleshoot with the clinical or course director to see if the accommodations can be implemented to allow the exam to take place as scheduled. If this can not be done the student can opt to reschedule their exam. **If a student takes an exam without their approved accommodations the exam results are final as accommodations cannot be provided retroactively.**