

Oakland University adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) in prohibiting discrimination against any qualified person with a disability.

Contact the Oakland University Office of Disabilities Support Services
Students with specific questions regarding the OUWB policies governing students with disabilities may contact the [Oakland University Office of Disabilities Support Services \(DSS\)](#).

Phone:

(248) 370-3266

Website:

oakland.edu/dss

Location:

103A North Foundation Hall
2200 N. Squirrel Road
Rochester, MI 48309-4401

Students who warrant accommodations based upon the functional effects of a physical or learning disability should adhere to the following procedure. Please read each of the 9 steps of the procedure thoroughly.

How to Receive Accommodations

Step 1

Student meets with a representative of the OU Office of Disability Support Services (DSS) and provides the following:

- documentation of a disability
- request for accommodations

A definitive diagnosis of a disability must be identified in the documentation. Details regarding the required documentation for each disability can be found at the [DSS website](#):
<http://www.oakland.edu/dss/>

Note: If a student does not have documentation and requires testing, the testing process could take a minimum of six to eight weeks to complete.

Step 2

For entering students, it is best to arrange accommodations prior to orientation.

Students who do not meet with DSS before classes begin should meet with DSS, with their documentation, as soon as possible ideally a minimum of six weeks before services are required.

It is the student's responsibility to register with DSS and request accommodations.

Step 3

DSS staff will review the student's supporting documentation to determine sufficiency and eligibility for accommodations. If additional testing is required, temporary accommodations may be granted while documentation is completed.

Step 4

DSS staff will complete and sign the Faculty Notification Letter. The student will be asked to sign the letter indicating agreement with suggested accommodations and understanding of his or her responsibility.

- Prior to the start of each academic year, students must obtain a new, updated Faculty Notification Letter from DSS and give a copy of this letter to the OUWB Director of Academic Success.
- The Faculty Notification Letter will not be part of the academic record of the student and will be shared only on a need-to-know basis.

Step 5

Give a copy of the student's notification letter to the OUWB Director of Academic Success.

Two copies of the notification letter will be given to the student: one for the student and one for the student to give to the OUWB Director of Academic Success. The DSS Office will retain a copy of all records and meeting notes.

Step 6

The student is to schedule an appointment with the OUWB Director of Academic Success to submit a copy of the Faculty Notification Letter and discuss how accommodations will be facilitated. Failure to meet this requirement will release the OUWB School of Medicine and DSS from the responsibility of providing accommodations.

Step 7

The OUWB Director of Academic Success will review the letter, determine appropriateness of all requests based on School of Medicine requirements, and discuss concerns with the student and/or call DSS when appropriate.

Step 8

The OUWB Director of Academic Success, in collaboration with the M1, M2 and M3/M4 Curriculum Coordinators, will coordinate the provision of accommodations.

Step 9

A special situation arises with the NBME subject or comprehensive examinations. Since these examinations need to be ordered well in advance of the test date, students who are requesting to take an NBME examination under special accommodations should complete the Alternative Testing Sign-up Sheet at least **FOUR WEEKS** prior to the date the exam is to be administered.