

DISABILITY SERVICES

School of Medicine Coordinator of Disability Services

In compliance with the Americans with Disabilities Act, the University of Pittsburgh School of Medicine is committed to making reasonable accommodations to assist students with documented disabilities to fulfill their educational objectives.

Students with disabilities who wish to request accommodations under the Americans with Disabilities Act must follow the University's procedures for verification of ADA eligibility by submitting supporting documentation to the University Disability Resources and Services (DRS). Once the DRS verifies an individual's ADA eligibility, the medical school's ADA coordinators, Dr. Kathleen Ryan and/or Mr. Richard Levitt., will be notified. Their offices are located in Scaife Hall, Rooms M205A and M203. Further information about documentation requirements and the validation process can be found on the DRS website, along with the ways to contact them.

Once a student's ADA eligibility has been verified, there is no need to repeat the DRS process unless the student's situation or needs change.

Any confidential records and documentation submitted by the student to the DRS to support determination of ADA eligibility will be retained and kept confidential in the DRS office. The medical school's coordinator will receive from the DRS a notice of the individual's ADA eligibility and guidelines related to reasonable accommodations appropriate for the individual's needs.

It is the responsibility of the student to request needed accommodations. Once a request is made, the student will sign a release authorizing the school's ADA coordinator to assist in the implementation of necessary accommodations. Unless a request is made, and the student authorizes release of the information regarding the need for accommodations to appropriate others (faculty, staff, etc.), the medical school will not proceed with arranging accommodations. No retroactive consideration will be given to students who fail to request or to complete the approval process.

Notification to faculty and others about a student's need for accommodations will contain a statement of the student's ADA eligibility as well as guidelines for necessary accommodations. No information about the student's diagnosis, condition or history will be available in any way to course instructors or others from whom a student might request an accommodation.

The medical school's ADA coordinators will maintain a folder containing all release forms signed by the student as well as eligibility and accommodation information forwarded by the DRS. Such materials will be retained separately from the student's academic file, and access to such material will be limited and appropriate confidentiality will be maintained. The school will not release details of a student's diagnosis or fact that accommodations were provided (for example to residency programs, etc.) without the permission of the student.

Students will be apprised of ADA eligibility within the time frame that is established by the DRS. If a request for eligibility verification is made at the start of an academic period, temporary accommodations will be provided, pending completion of the verification process. Because of the number of verifications being processed at the beginning of the academic period, students are urged to submit their requests for eligibility verification and accommodations as far in advance as possible. Advance preparation will ensure the smoothest availability of needed accommodations.