



Title:	Student Accommodations Procedure		Number:	033
Approved By:	Undergraduate Medical Education Committee			
Approval Date:	20 March 2023	Next Review:	01 February 2026	
Effective Date:	20 March 2023			
Audience:	Years 1-4 Students (all sites), Faculty and Staff			
Purpose:	To provide information on procedures specific to Undergraduate Medical Education students requiring assessment for and implementation of Accommodations.			
Related Policies:	<ol style="list-style-type: none"><li>1. UBC Policy #LR7: Accommodation for Students with Disabilities</li><li>2. Examination Conduct – All Years Policy (#019)</li><li>3. Deferred Examinations Policy (#013)</li><li>4. Essential Skills and Abilities (Technical Standards) for Admission, Promotion and Graduation in the Undergraduate Medical Education program</li></ol>			
Exclusions:	Academic concessions for short term medical conditions, or for newly diagnosed medical conditions not yet assessed by the UBC Centre for Accessibility.			
Calendar Statement:	<a href="#">Academic Accommodations for Students with Disabilities</a>			
Contact:	Associate Dean, Student Affairs			

## Definitions

Accommodation	Refers to any modification that reduces or eliminates barriers to participation arising when students with disabilities interact with UBC's facilities or its teaching, learning and assessment methods and materials (UBC Policy LR7)
Laboratory Examinations	Practical examinations covering curricular objectives in Histology, Radiology, Gross Anatomy, and Neuroanatomy in Years 1 & 2.
Objective Structured Clinical Examination (OSCE)	An assessment modality designed to objectively assess students' knowledge, skills and attitudes in a simulated clinical environment with multiple assessors and domains. These may be formative or summative.
UBC Centre for Accessibility (CFA)	The CFA is part of Student Services at UBC. The CFA recommends disability-related Accommodations and programming initiatives designed to remove barriers for Students with Disabilities and ongoing medical conditions.
Written Examinations	<p>These include multiple choice question (MCQ) based examinations, laboratory examinations and progress tests, which assess knowledge and application of knowledge.</p> <p>Note: for the purposes of Accommodations and the CFA, Bell Ringer Examinations are considered separately from other written examinations.</p>



## Preamble

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Accommodations within the MD Undergraduate Program (MDUP) are governed by UBC Policy LR7.

Students are responsible for seeking academic Accommodations in a timely manner and communicating these via a Letter of Accommodation with the Program for implementation. Students are also responsible for informing individuals responsible for curricular implementation, Student Affairs (SA) and/or the CFA if they have concerns about the implementation of their Accommodations or if their medical condition or Accommodation requirements have changed.

The CFA Advisor is responsible for reviewing the student's disability needs and recommending Accommodations. The CFA may discuss Accommodation strategies with various people within the MDUP including the Associate Dean, SA and appropriate individuals responsible for curricular and assessment implementation prior to making recommendations. The medical information provided to the CFA is confidential, and only the accommodation recommendations made by the CFA may be shared.

The student's site Regional Associate Dean (RAD) is accountable for the implementation of Accommodations. The site curricular leadership responsible for implementing the Accommodations will communicate the Accommodation(s) only to the necessary staff and faculty to ensure student privacy.

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1. Any MDUP staff and faculty can inform students about the CFA as appropriate.
  - a. Students will be informed of the Accommodation process by SA prior to entering year 1 and at subsequent orientations.
  - b. Students will be reminded of the process to be assessed for new medical conditions requiring Accommodation, or changes to Accommodations at year-specific orientations and at other designated key points throughout the MDUP.
2. Students need to self-refer to the CFA to be assessed for Accommodations. Students should engage with the CFA as soon as possible if they anticipate needing Accommodations, as there may be significant time required to complete the Accommodation process (e.g. early in the academic year and/or in the fall prior to beginning clinical clerkship rotations).
3. The CFA assesses students through its established processes and timelines. The CFA typically requires a minimum of one month to assess the file, which includes reviewing documentation provided by the student, and identifying adjustments and/or appropriate Accommodations. Students must follow all requirements of the CFA for information and documentation.
4. The CFA determines if a student is eligible for any of the following three types of academic Accommodations:
  - a. Exam Accommodations (do not apply to laboratory exams and OSCEs)
  - b. Instructor/Assignment Accommodations
  - c. Other Accommodations (includes: OSCEs, laboratory exams, and/or clinical experiences (Family Medicine/Clinical Skills in Years 1 & 2; Year 3 Clerkship and Year 4 electives)).
5. Site transfer Accommodations for medical conditions are assessed separately by the CFA and follow procedure as outlined in Policy 001: Transfer Between Program Sites. If a site transfer is recommended by the CFA, the student will be advised that capacity limits may impact the timing and/or feasibility of the transfer.
6. Once assessed for Accommodations, the CFA will generate a Letter of Accommodation that lists all of the CFA Accommodation recommendations via the [CFA website](#) using the Clockwork software. Due to



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the nature of the MDUP, only a single Letter of Accommodation will be generated to ensure appropriate implementation. If students have concerns about generating only one letter, we suggest they discuss with their site Assistant Dean, SA.

7. Students are responsible for submitting their Letter of Accommodation to the Program via the [Qualtrics Form](#). If the Letter of Accommodation is received by another party, they should forward it to [accommodations.mdup@ubc.ca](mailto:accommodations.mdup@ubc.ca) to allow the Accommodations administrative staff to begin the documentation process.
8. Letters of Accommodation are valid for the entire Program unless indicated otherwise by the CFA or the student.
9. If a student requires a change in their Letter of Accommodation for any reason at any point during the Program, they should approach the CFA as soon as possible to be reassessed, no less than 6 weeks prior to written exams including laboratory exams and no less than 8 weeks prior to OSCEs, for any changes to implementation.
10. The Accommodation administrative staff will send the Letter of Accommodation from [accommodations.mdup@ubc.ca](mailto:accommodations.mdup@ubc.ca) to the site leadership responsible for implementation. This includes the Site Assistant Dean, Curriculum, the year-specific site Program Manager(s), the Provincial Learner Assessment Team (PLAT) Manager, and the student's site Assistant Dean, SA. The student may wish to discuss the Accommodation(s), especially clinical Accommodations, with their site Assistant Dean, SA to optimize the shared understanding of the implications for the student's academic and clinical experiences.
11. The appropriate Program site leadership (i.e. Site Assistant Dean, Curriculum, site Program Manager(s), and/or PLAT Manager) will review the Letter of Accommodation and may share it with appropriate curricular faculty and administrative staff (e.g., Assessment team, Year or Site lead, Discipline Specific Site Leads, and course administrators) as needed to implement the Accommodations. Letters of Accommodation are stored on a secure platform and are only accessible by faculty and staff to ensure implementation of Accommodations.
12. If the reason for the Accommodation is a significant medical condition that could impact the student's provision of clinical care, the CFA advisor will communicate to the student that the student (or their health care provider) may have a duty to notify the College of Physicians and Surgeons of British Columbia (CPSBC) of the underlying medical condition requiring an Accommodation.
13. Accommodations will be implemented as stated in a student's Letter of Accommodation.
  - a. Exam Accommodations (including laboratory exams and OSCEs):
    - i. Letters of Accommodation for an exam should be submitted as soon as possible, preferably no less than 6 weeks before the written exam including practical/lab exams and no less than 8 weeks before the OSCE requiring the Accommodation.
    - ii. A student is required to notify the Program via the [accommodations.mdup@ubc.ca](mailto:accommodations.mdup@ubc.ca) email that they are declining an Accommodation no less than 6 weeks prior to a particular written exam including practical/laboratory exams and no less than 8 weeks prior to the OSCE. Students with Accommodations for an OSCE may be required to travel to a site other than their home site to take the examination. A portion of travel and lodging costs will normally be covered by the student's home site as per the travel policy (#021).
    - iii. PLAT reviews all assessment Accommodations and other Accommodations that include laboratory exams and works with SA and the CFA to clarify where necessary.
    - iv. Accommodations are implemented by Program site assessment teams with input as necessary from SA, the CFA, the site director and/or Site Assistant Dean, Curriculum.
    - v. It may not be possible to implement submissions, changes or declined Accommodations received less than 6 weeks before a written exam including

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practical/laboratory exams and 8 weeks before an OSCE due to organizational constraints. It is at the implementer's discretion if capacity exists to implement requests received past the deadlines noted above.

14. If challenges in implementation occur, PLAT will notify the student's Site Assistant Dean, Curriculum, who will work with PLAT, the student, SA and site administration to find a viable alternative. This may mean a deferral of the examination is offered. The Site Assistant Dean, Curriculum, will communicate in writing with the student once a viable alternative has been determined and will include the year-specific site Program Manager(s), Assessment & Evaluation Coordinators and PLAT Manager on this message.
  - a. Curricular and clinical Accommodations:
    - i. Curricular and clinical Accommodations are reviewed by the Site Assistant Dean, Curriculum and/or the Year or Program Site Lead to ensure distribution to the appropriate site staff and faculty necessary for implementation.
    - ii. The relevant site curricular team reviews all curricular or clinical Accommodations and works with the CFA and SA to clarify where necessary.
    - iii. The relevant site curricular team is responsible for implementation of the Accommodation.
    - iv. Letters of Accommodation that impact a clinical placement should be submitted as soon as possible, preferably no less than 8 weeks before the start of the clinical placement.
    - v. It may not be possible to implement newly submitted, revised or declined Accommodations received less than 6 weeks before a clinical placement due to organizational constraints. If this is the case, the site curricular team will notify the Site Assistant Dean, Curriculum who will work with the student, SA and the curricular team to find a viable alternative and may consult with the CFA as needed.
    - vi. In the case of complex Accommodations, a meeting may be recommended to develop an Accommodation plan for the student. This meeting is held with the student, and may include the Site Assistant Dean, Curriculum, Site Assistant Dean, SA and the relevant Site Director and/or Program Manager. The CFA advisor may be invited as a guest. In some situations, a Student Development and Support Subcommittee (SDSS) meeting may be required. An Accommodation plan may be developed at the meeting. In the case of a SDSS, the Accommodation plan must be approved by the Regional Student Promotions Subcommittee (RSPS).
    - vii. Each site is responsible for tracking Accommodation implementation.
    - viii. Letters of Accommodation for students who transfer sites, or change sites for an Integrated Community Clerkship/Core Clerkship will be shared with the accepting site leadership to ensure proper implementation of Accommodations.
15. Any challenge with implementation of an Accommodation should be addressed with the CFA advisors. The CFA advisor currently meets regularly with the FoM MDUP student assessment team

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and SA Associate Dean to discuss Accommodations and is available to all stakeholders to help resolve challenges with implementation.

16. The Program will provide reasonable Accommodation to students, to the point of undue hardship. If a student has concerns that their Accommodations are not being met, the student is responsible for contacting their Site Assistant Dean, Curriculum, Site Assistant Dean, SA and/or the CFA to discuss.
17. Operational implementation may include working with UVic, UNBC and UBCO diversity and/or accessibility resources, as well as the relevant Health Authorities.

**Review History**

Action	Committee	Date	Status
Reviewed	Policy Advisory Subcommittee (PAS)	7 April 2017	Revised
Reviewed	Assessment Advisory Operations Group	13 April 2017	Endorsed
Reviewed	Policy Advisory Subcommittee (PAS)	10 August 2017	Endorsed
Reviewed	MD Undergraduate Education Committee (MDUEC)	21 August 2017	Approved
Reviewed	Policy Advisory Subcommittee	5 July 2018	Endorsed
Reviewed	Undergraduate Medical Education Committee	20 August 2018	Approved
Reviewed	Policy Advisory Subcommittee	21 July 2022	Revised
Reviewed	Policy Advisory Subcommittee	15 September 2022	Endorsed
Reviewed	Legal Counsel	30 October 2022	Revised
Reviewed	Policy Advisory Subcommittee	15 December 2022	Revised
Reviewed	Years 1&2 Subcommittee, Years 3&4 Subcommittee, Student Assessment Subcommittee	27 February 2023	Revised
Reviewed	Undergraduate Medical Education Committee	20 March 2023	Approved
Minor Edit to Procedure	Policy Advisory Subcommittee	28 August 2023	Endorsed
Minor Edit to Name Change	Policy Advisory Subcommittee (PAS)	25 October 2023	Endorsed
Minor Edit to Subcommittee name	Policy Advisory Subcommittee	20 March 2024	Endorsed