

Student - Policy on Technical Standards

Policy Number:
 Policy Category General Administrative
 Policy Owner: Vice Dean

Policy Revision Date: 9/6/16

Policy Audience: MD students

1. Definitions:

2. Board Committee Review

Academic Affairs Committee, 3/16/16:
 (Compliance Committee)

3. Introduction / Purpose:

All applicants accepted by The Commonwealth Medical College (TCMC) to the MD program must attest to and submit the “Certification Regarding Ability to Meet Technical Standards Candidates for Matriculation.” Additionally, returning students must attest to and submit on a yearly basis the “Certification Regarding Ability to Meet Technical Standards Candidates for Academic Promotion or Graduation.”

4. Governance and Enforcement:

Technical Standards Committee

5. Policy:

Technical Standards Policy for Admission to the MD program

All applicants accepted by TCMC to the MD program must attest to and submit the “Certification Regarding Ability to Meet Technical Standards Candidates for Matriculation” via the admissions software system when accepting the offer of admission and after reading the technical standards which can be found at <http://tcmedc.wpengine.com/admissions/md-admissions/tcmcs-technical-standards/> .

- If an accepted candidate attests to and submits, "Yes, without reasonable accommodations" no further action is needed. This information will be kept in a confidential file.
- If an accepted candidate attests to and submits “No, with or without reasonable accommodations” the offer of admission is rescinded. This information will be kept in a confidential file.
- If an accepted candidate, attests to and submits “Yes, with reasonable

accommodations, subject to review and approval based on documentation submitted to the Technical Standards Committee” it is the responsibility of the student to provide adequate documentation of the nature and extent of the condition and/or functional limitations to be accommodated and submit the information to the Disabilities Officer in the Office of Student Affairs.

Once the information is obtained from the accepted student by Disabilities Officer, he/she will provide the information to the Student Support Services Committee. The Student Support Services Committee will assess the viability of the documentation, engage in an interactive process with the student, and will make a recommendation guided by the Policy and Procedures for Disability Services to the Technical Standards Committee, the decision-making body responsible for determining whether an applicant or student with a disability meets the Technical Standards with the provision of a reasonable accommodation that will not fundamentally alter the educational program. The determination will be made consistent with the Americans with Disabilities Act, as amended and Section 504 of the Rehabilitation Act, as amended. This information will be kept in a confidential file.

- If a student can no longer meet the Technical Standards with or without reasonable accommodations, it is the responsibility of the student to notify the Disabilities Officer in writing that you can no longer meet the Technical Standards with or without reasonable accommodations. This information will be kept in a confidential file.

The Technical Standards Committee, appointed by the Vice Dean, is charged with oversight and review of the development and publication of technical standards for the admission, retention, and graduation of applicants or medical students in accordance with legal requirements (Technical Standards). The chair of the Technical Standards Committee will be appointed by the Vice Dean. When necessary, the Technical Standards Committee will seek counsel from various member of the College, the health care community, and/or or experts as needed.

The decision regarding the matriculation of an applicant will include a recommendation by the Technical Standards Committee to the Vice Dean. TCMC will inform the student of its decision in writing. If the student is disqualified based in whole or in part on not meeting the technical standards, TCMC will outline the reasons for its decision. An applicant or student can appeal the decision of the Technical Standards Committee via the “Grievance Procedure” process found in the Policy and Procedures for Disability Services.

Technical Standards Policy for Academic Promotion or Graduation to the MD program

All TCMC students seeking academic promotion or graduation to the MD program must attest to and submit six weeks prior to the beginning of a new academic year (this date will vary depending on the year in which the medical student will be entering) the

“Certification Regarding Ability to Meet Technical Standards Candidates for Academic Promotion or Graduation” .

- If a student attests to and submits, "Yes, without reasonable accommodations" no further action is needed. This information will be kept in a confidential file.
- If a student attests to and submits “No, with or without reasonable accommodations” the student is dismissed from TCMC. This information will be kept in a confidential file.
- If a student, attests to and submits “Yes, with reasonable accommodations, subject to review and approval based on documentation submitted to the Technical Standards Committee” it is the responsibility of the student to provide adequate documentation of the nature and extent of the condition and/or functional limitations to be accommodated and submit the information to the Disabilities Officer in the Office of Student Affairs.

Once the information is obtained from the student by the Disabilities Officer, he/she will provide the information to the Student Support Services Committee. The Student Support Services Committee will assess the viability of the documentation, engage in an interactive process with the student, and will make a recommendation guided by the Policy and Procedures for Disability Services to the Technical Standards Committee, the decision-making body responsible for determining whether an applicant or student with a disability meets the Technical Standards with the provision of a reasonable accommodation that will not fundamentally alter the educational program. The determination will be made consistent with the Americans with Disabilities Act, as amended and Section 504 of the Rehabilitation Act, as amended. This information will be kept in a confidential file.

- If a student can no longer meet the Technical Standards with or without reasonable accommodations, it is the responsibility of the student to notify the Disabilities Officer in writing if you can no longer meet the Technical Standards with or without reasonable accommodations. This information will be kept in a confidential file.

The Technical Standards Committee, appointed by the Vice Dean, is charged with oversight and review of the development and publication of technical standards for the admission, retention, and graduation of applicants or medical students in accordance with legal requirements (Technical Standards). The chair of the Technical Standards Committee will be appointed by the Vice Dean. When necessary, the Technical Standards Committee will seek counsel from various member of the College, the health care community, and/or or experts as needed.

The decision regarding the academic promotion or graduation of a student will include a recommendation by the Technical Standards Committee to the Vice Dean. TCMC will inform the student of its decision in writing. If the student is disqualified based in whole or in part on not meeting the technical standards, TCMC will outline the reasons for its decision. A student can appeal the decision of the Technical Standards Committee via

the “Grievance Procedure” process found in the Policy and Procedures for Disability Services.

6. Key Stakeholders:
Student Council