

# A Step-by-Step Guide for LCOM Medical Students Seeking ADA Accommodations: From Exploration to Implementation (revised 7.25.22)

## ❑ Step 1: Exploring Eligibility with SAS

The required first step for any medical student seeking ADA accommodations is to meet with UVM Student Accessibility Services (SAS) Health Sciences Disability Coordinator, Dr. Laura Clemmons ([laura.clemmons@uvm.edu](mailto:laura.clemmons@uvm.edu)) to determine eligibility and discuss next steps. Students can email Dr. Clemmons directly or contact the SAS office by phone at 802-656-7753 / [contact SAS via email](#). In addition, students are required to [complete the Getting Started with SAS online intake form](#). Students can initiate this eligibility conversation at any point during medical school.

## ❑ Step 2: Submit Approved Accommodations Letter to Office of Medical Education

After Meeting with SAS, students who are approved for ADA accommodations will receive an official PDF “accommodation letter” from SAS. The student must submit this PDF document to the Office of Medical Education (OME) to initiate formal implementation of approved accommodations. Students can submit this letter via email directly to the Director of Academic Achievement (Dr. Timothy Moynihan). Students can then expect a confirmation of receipt email from the Director of Academic Achievement which will also indicate any required next steps. Students who are not currently eligible to receive ADA accommodations can contact a dean for students and/or director of academic achievement in OME to explore potential non-ADA accommodation supports. Accommodation letters can be emailed to: [timothy.m.moynihan@med.uvm.edu](mailto:timothy.m.moynihan@med.uvm.edu)

## ❑ Step 3: Implementation

Once OME confirms receipt of an approved ADA accommodation letter, the Director of Academic Achievement will provide an outline of required next steps via email. This often involves next steps in notification to any individuals who “need to know” about an accommodation to implement it (e.g., curriculum coordinators, clerkship coordinators, course directors, level directors). This may also include specific steps the student is required to initiate or plan for. Once implemented, the accommodation will remain “active” according to the letter unless a revised SAS letter is provided to OME, or if a student communicates to the Director of Academic Achievement that they no longer wish to implement a particular accommodation.

### Elaboration on the Steps:

- The three steps above outline a typical sequence of interactive work between student, SAS, and OME. Questions about this process can be directed to: [timothy.m.moynihan@med.uvm.edu](mailto:timothy.m.moynihan@med.uvm.edu)

- Once an ADA accommodation letter is received by OME, every effort will be made to implement it within a reasonable time frame, which depends on the nature of the implementation and any required planning / logistics involved.
- In certain cases, the development of a particular accommodation may involve an interactive communication process with OME, SAS, and Faculty (e.g., clerkship course directors). This may result in individual implementation plans specific to different courses/rotations.
- Students who are interested in pursuing accommodations for USMLE Step 1 or Step 2CK are encouraged to discuss this with Dr. Laura Clemmons. In addition, guidelines and forms published by USMLE can be found at this link: [Test Accommodations | USMLE](#)
- Students who receive ADA accommodations should remain in active contact with Dr. Laura Clemmons throughout medical school to anticipate any potential future accommodations (e.g., clinical level, USMLE) or necessary revisions to current accommodations:  
[laura.clemmons@uvm.edu](mailto:laura.clemmons@uvm.edu)