



Policy Title
Accommodations

Identifier
USCSOMG – ACAF – 5.00

Prepared by: Office for Academic Affairs	
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LCME Element(s)
10.5 Technical Standards

Scope

University of South Carolina (USC) School of Medicine Greenville students, faculty, and staff

Policy Statement

It is the policy of USC School of Medicine Greenville to provide reasonable accommodations or academic adjustments as necessary for students with disabilities. Approved accommodations will be made in a timely manner and on an individualized and flexible basis consistent with written documentation establishing that the individual is an individual with a qualified disability.

Reason for Policy

USC School of Medicine Greenville has an ethical and legal responsibility to provide equal opportunities for medical students with disabilities. This policy exists to provide medical students who have a documented disability with equal opportunity to participate in all aspects of each module/clerkship.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) require colleges and universities to provide reasonable accommodations to meet the needs of students who have disabilities. It is important that faculty and staff understand their roles in the accommodation process and treat any disability related information as confidential.

Procedures

Standard Accommodations

Students requesting accommodations must apply for approval through the USC Student Disability Resource Center (SDRC).

1. It is recommended that students who received accommodations prior to matriculation apply for accommodations before the start of their M1 year or upon confirmation of attendance.
2. If it is determined a student needs accommodations while enrolled, the application can be found on the SDRC webpage here:
https://sc.edu/about/offices_and_divisions/student_disability_resource_center/register_with_us/index.php
3. Once accommodations are approved by the SDRC, the Office for Student Affairs at the USC SOMG must be notified in writing of said approval(s) and then verified by the student. Accommodations will only be provided when written documentation is received from the USC SDRC.
4. Students must fill out [this form](#) 10 days before the start of a module in the pre-clerkship phase to request that Module Directors are notified of approved in-class accommodations. Students must fill out [this form](#) 6 weeks before the start of a clerkship or post clerkship course to request that Clerkship/Course Directors are notified of approved in-class accommodations. Accommodations may be delayed if the request is submitted later than the timeframe outlined above.
5. Students receiving accommodations through the USC SDRC will receive accommodations for National Board of Medical Examiners (NBME) examinations that contribute to the final grade of a module, clerkship, or course. For a NBME examination that does not contribute to the final grade of a module, clerkship or course that falls outside of their dedicated study period, SDRC accommodations will apply. For a NBME examination that does not contribute to the final grade of a module, clerkship or course but falls within a student's dedicated study period, United States Medical Licensing Examination (USMLE) accommodations will apply.
6. Given the timing and structure of Objective Structured Assessment of Technical Skills (OSATS) accommodations are not available for these examinations.
7. Due to perishable materials used for anatomy practicals, students do not get extra time in the anatomy lab, but have the opportunity to use their additional time to go to a separate room to finalize their answers.
8. Additional time is not available for Objective Structured Clinical Examinations (OSCEs) but other accommodations will be taken into account in certain circumstances.

Temporary Accommodations

Students who need to request temporary accommodations, must gain approval through the Office for Student Affairs. Temporary accommodations are defined as alterations needing to be made to class or examinations that would not run the length of the entire academic year.

1. Accommodations will only be provided when written documentation is received from the USC SDRC unless temporary accommodations have been granted by the USC SOMG Office for Student Affairs.
2. To request temporary accommodations, a student must meet with the Associate Dean for Student Affairs or designee to discuss accommodation needs.
3. Following this discussion, a letter documenting temporary accommodations is provided at the discretion of the Associate Dean for Student Affairs or their designee. The Office



for Student Affairs will send the temporary accommodation letter to the Manager of Pre-Clerkship Education or the Manager of Clerkship and Post-Clerkship Education, and the student.

4. Temporary accommodations must be requested and approved at least 7 business days before an exam or as soon as possible in an emergent medical situation. Failure to do so may prevent accommodations from being arranged for the exam..
5. Temporary accommodation letters will state a start and end date of the temporary accommodation. Extensions can be made but would require an additional discussion with the Office for Student Affairs.

Accommodations for USMLE

The Office for Student Affairs will assist students in applying to the USMLE for permission to take Step 1 or Step 2 board examinations under nonstandard conditions. Applications must be submitted for each Step exam. It is recommended that students submit their application approximately 6 months before their anticipated exam date. Due to the timing of approval, students who wish to apply for USMLE accommodations may take the Comprehensive Basic Science Examinations (CBSE) outside of the dedicated study period with accommodations provided by the USC SDRC. Students with approved accommodations by the NBME for Step 1 will receive the USMLE approved accommodations for the CBSE within the dedicated study period and subsequent Comprehensive Clinical Sciences Examinations (CCSE).

Technical Standards

The USC SOMG, through the Student Evaluation and Promotion Committee (SEPC), retains the right to request additional information, including test results and diagnostic information from a qualified professional, concerning accommodations that extend beyond the following: extended time for written exams, a separate room for exams, and/or a note taker. Students receiving accommodations will be held to the same [technical standards for graduation](#) as other students.

Resources

Should the USC SOMG determine that educational testing is needed, the Office for Student Affairs or Student Achievement and Strategic Success will facilitate the appropriate screening, and any further testing needed at no cost to the student. The student can then use the results of said screening to apply for official accommodations from the USC SDRC and/or USMLE.

Sanctions

N/A

Additional Contacts

[University of South Carolina Student Disability Resource Center](#)

Office for Student Affairs

Office for Academic Affairs

Office for Medical Education



Related Information

USC – STAF – 6.02 Support Services and Accommodations for Students with Diagnosed Disabilities

USCSOMG – STAF – 2.00 Equal Educational Opportunity and Student Anti-Discrimination

[SDRC Accommodation Application](#)

[USMLE Test Accommodations](#)

History

Date of Change	Change
March 2025	Added request forms for pre-clerkship and clerkship/post-clerkship with deadline requirements. Update to reflect SDRC changes that students must make a request for module/clerkship director faculty to receive documentation of accommodation letter. Clarifying accommodation procedure for anatomy lab.
January 2025	Updates to branding and titles, formal approval not required.
May 2023	Updated and clarified processes for updated curriculum and updated office structure; editorial changes due to branding updates and title changes.
Jun 2022	Clarified procedures and timing for applying for Step 1 accommodations and allowable accommodations for CBSE.
Oct 2021	Allowable accommodations adjusted for OSCE, OSAT, and anatomy practical exams.
June 2019	Clarified procedures and timing on requesting accommodations. Editorial changes made due to branding updates and titles
July 2018	Policy formalized into standardized template, LCME CQI