



Policy: Students with Disabilities	Applicability: MMC Students
Policy Owner: Student Affairs	Approved By:
Effective Date:	Last Reviewed:
Next Review:	Contact:

POLICY: Meharry Medical College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, these laws are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person’s major life activities, and which necessitate modifications. Meharry Medical College is committed to making reasonable accommodations for qualifying students with disabilities as required by applicable laws. Accommodations are tailored to meet the needs of each student with a documented disability. Specific concerns pertaining to services for students with disabilities or any disability issue should be directed to the ADA Coordinator, Jacqueline "Dee" Gardner via email at jgardner@mmc.edu, phone (615) 327-6760 or in person, Lyttle Hall, Room 306.

PROCEDURE:

Medical, Dental and Graduate Students with Disabilities

Procedures for Requesting Accommodations

To request an accommodation on the basis of any disability, whether physical, psychological or learning disability, **a student must take the following steps:**

- Students who report or suspect they have a disability condition may go directly to Lyttle Hall, Room 306, (615) 327-6500. The ADA Coordinator will assist eligible students with documentation of disability condition, and will work with the students to identify and implement reasonable accommodations.

The student will be responsible for the following:



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- **Provide documentation** with sufficient information that substantiates the limitation on a major life activity as a result of the disability. The documentation and information regarding the student's disability will remain confidential and will be released only if and to the extent that student provides the ADA Coordinator with written authorization to release such information.
- **Meet with the ADA Coordinator** at the beginning of each semester for which they are requesting services. A reasonable amount of time is required to evaluate the documentation, review the request and determine the appropriate accommodation. The ADA Coordinator will provide the student a letter describing the nature of the accommodation he/she requires as a result of his or her disability.
- **Students should meet with his or her professor** at the beginning of each semester. The student should give the letter from the ADA coordinator that verifies the student's disability and the recommended accommodations to the faculty or staff member with whom they meet.

Faculty who have questions or concerns about specific accommodations should contact the ADA Coordinator directly.