



CLERKSHIP ACCOMMODATIONS POLICY/PROCESS

EFFECTIVE DATE:	7/1/26	NEXT REVIEW:	7/1/27
APPROVED BY:	Academic Programs		
CATEGORY:	Academic Programs		
APPLIES TO:	Faculty and Students in the Doctor of Osteopathic Medicine (DO) Program		

REFERENCES AND RELATED POLICIES:

- MSUCOM Policy
 - MSUCOM Clerkship Absence Policy
-
-

PURPOSE

The Michigan State University College of Osteopathic Medicine is committed to fostering inclusive learning environments that support all students, including those with disabilities. As public institutions, we recognize our legal and ethical responsibility to provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

This document will define the clerkship procedures related to student accommodation within the MSUCOM clerkship program.

POLICY AND PROCEDURES

- 1. Students entering the MSUCOM clinical clerkship program can begin the MSU Resource Center for Persons with Disabilities (RCPD) registrations process by following the instructions as posted on the MSU RCPD website.**
 - a. For students that have already received accommodation through RCPD in the Preclerkship, the student should meet with their RCPD representative to plan any new and/or continued accommodation during the clerkship.**
- 2. Accommodation letters-**
 - a. Testing accommodation letters:**
 - i. An initial submission 45 days in advance of anticipated use of the accommodation to com.clerkship@msu.edu is required. MSUCOM has multiple in-person, proctored testing locations for examinations which require specific advanced invitation emails to students for accommodation planning by the clerkship team.**
 - ii. The student will receive confirmation of the receipt by the clerkship team.**

those site Student Coordinator, Student Lead/Director/Designated Institutional Officer/Director of Medical Education.

c. Distribution of the accommodation letter/addendum to rotation sites

- i. The student has the option to utilize or not utilize accommodation on any given rotation. In addition, the accommodation letter/addendum may be modified by the student for each rotation, deleting any accommodation not needed for the rotation. No new items can be added to the clinical accommodation letter/addendum without RCPD approval and submission per the timing guidelines to the clerkship stated above.**
- ii. If choosing to utilize any of the clinical accommodation letter/addendum on a rotation, the student has an option of sending the letter to the appropriate supervisor(s) or requesting the clerkship to send the letter to the appropriate supervisor(s).**
 - 1. If the student opts to send the letter to the appropriate supervisor, please consult the RCPD specialist on the details of the supervisor email.**
 - 2. If the student opts to have the clerkship send the Clinical accommodation letter/addendum, the following is required.**
 - a. One week (7 days) prior to the start of the rotation (either core/required rotation or elective), the student must send the following to the Associate Dean for Clerkship Education via email:**
 - i. Clinical Accommodation Letter/Addendum for the clinical learning environment**
 - ii. Attending physician email. The student can obtain the supervising physician email from the base hospital site student coordinator or coordinator scheduling the elective rotation.**
 - b. At times, depending on the accommodation, submission by the student to the Associate Dean for Clerkship Education may require a time greater than 7 days. If additional time is needed, the Associate Dean for Clerkship Education will communicate that time to the student.**

4. Additional Clerkship Accommodation Information

- a. The clerkship Clinical Performance Competency Assessment (CPCA) is an assessment of clinical skills occurring in years three and four. Accommodation for this examination is possible for the CPCA after the patient encounter (example: note writing, documentation). Students should notify the com.clerkship@msu.edu of the need to utilize accommodation for the examination once the exam has been scheduled.**

5. Licensure Examination Accommodation

- a. COMLEX and USMLE examinations are nationally standardized licensure examinations and are administered by the National Board of Osteopathic Medical Examiners (NBOME) and the National Board of Medical Examiners (NBME) respectively. Students may seek accommodation from the NBOME and NBME. Information is described on the NBOME website at www.nbome.org and the NBME**

website at nbme.org. Decisions on testing accommodation are made solely by NBOME and NBME. If the student applying for NBOME and/or NBME accommodations has received accommodations from MSUCOM, the application for NBOME and NBME will require verification of accommodations provided by the college. This portion of the form is completed by the MSUCOM College Registrar. Requests for form completion should be sent by email along with a copy of the student's accommodation letter from the MSU RCPD; allow MSUCOM 1 to 2 weeks for completion of the form.