Institute for International Medicine
Accommodation Policy and Procedure

I. Introduction

A. INMED seeks to provide an accessible education for all students as required under federal and state law. INMED works to accommodate and mitigate barriers to accessible education for students with disabilities. The Office of Student Support establishes the following appropriate policy and procedure with regards to accommodating students to ensure academic success.

B. Any INMED student with a documented disability (permanent or temporary) may be eligible for accommodations. Having a disability does not mean a student is automatically approved for accommodations. All accommodations are determined on a case-by-case basis after a review of all relevant information.

C. Common disabilities disclosed by students at INMED include, but are not limited to:
   1. Neurodivergence (e.g., ADHD, learning disabilities)
   2. Mental-health disorders (e.g., PTSD, anxiety disorder)
   3. Chronic illnesses (e.g., chronic pain diseases, autoimmune diseases)
   4. Physical disabilities (e.g., hypertension, asthma)
   5. Sensory disabilities (e.g., low vision)
   6. Temporary disabilities (e.g., a broken limb)

D. The following members will work as the Accessibility Committee with the student to create an appropriate accommodations plan based on the student's unique needs:
   - Vice President of Engagement
   - Dean of Faculty
   - Director of Student Engagement
   - Director of Service-Learning
   - Advisor
   - Additional administrators, staff, or faculty as necessary

II. Requesting Program Accommodation and Support

A. Student shall notify the Institute in the application under "Do you have any physical illness or mental condition, including depression, that may affect your master's degree study? (Your response does not affect admissibility, rather it is to alert INMED regarding the need for any accommodations)"; notify the institute in the Questions & Concerns form (Populi Dashboard > Forms); or email the Office of Student Support.

B. Student shall submit documentation as needed.

1. Ensuring students receive the appropriate accommodations to address their needs requires an interactive process. As part of this process, the Accessibility Committee will review relevant documentation in order to understand the student's specific experience with disability and need for accommodations.
2. Examples of documentation include but are not limited to IEPs, 504 Plans and letters from doctors/mental health care providers. If a student is concerned about not having the right documentation, they should email the Office of Student Support. The Director of Student Support can give the student direction on what types of documentation the Accessibility Committee will need to see and can guide the student on how to acquire it.
3. Students are responsible for any cost obtaining an evaluation may incur.

C. Student will meet with the Director of Service-Learning, or Director of Student Engagement, to discuss accommodation plan.

D. Additionally, MIH and Graduate Diploma students will meet with their appointed advisor to periodically review their plan.

III. Temporary Disability Eligibility and Support

A. A short-term disability is a condition that is expected to last no longer than 2 weeks and has a serious impact to mobility or cognitive functioning. Some examples are broken limbs, stomach flu, and/or recovering from significant surgery.

B. Students experiencing temporary disabilities can get the support they need by explaining their situation to their instructors and working with them individually to develop a plan that lessens the impact the

disability has on their education. Students must fill out this form to initiate such plan: https://form.jotform.com/242425029660150.

C. For situations lasting longer than 2 weeks, students will follow the process outlined in Section II.

IV. Students without Approved Accommodations

A. If an advisor, staff, or faculty observe an obvious access issue, ask the student how they can assist and refer the student to the Office of Student Support for a follow-up discussion. Students who disclose a non-obvious disability and request an accommodation for the course should be referred to the Office of Student Support. Not all medical or mental health concerns are disabilities. The Accessibility Committee will assist the student in finding the appropriate resources.

V. Accessibility Committee Process

A. The Office of Student Support is notified by the admissions process or the student him- or her-self on requesting accommodation.

B. The Office of Student Support sends request and supporting documentation to the Accessibility Committee to review and create a reasonable modification or accommodation plan.

C. If the student is a part of the MIH program, their advisor will meet with the student to discuss the accommodation plan and verify if it will provide the appropriate modification or accommodation. If the student is a part the Graduate Diploma program, the Director of Service-Learning will meet with the student to discuss plan and verify if it will provide the appropriate modification or accommodation. If the student is part of any other program, the Director of Student Engagement will communicate with the student to discuss plan and verify if the plan will provide the appropriate modification or accommodation.

D. The Office of Student Support will then notify Office of Enrollment and appropriate Faculty to make suitable changes to the course and/or LMS.

VI. Policy Review

A. The accommodation policies will be reviewed annually by the INMED Accessibility Committee to ensure fair, equal and consistent assistance of students.

This policy is created under federal law and as permitted by the State of Missouri.