Boston University School of Medicine  
Division of Graduate Medical Sciences  
Minimum Technical Standards: Delineation of Responsibilities

When a GMS applicant or student requests disability accommodation(s), he or she can expect to interact with the University’s Office of Disability Services (BU ODS), the GMS Disability Liaison, and the GMS Minimum Technical Standards Committee. This committee is a group comprised of GMS faculty, staff, and administrators who develop and implement policy for GMS applicants and students who request disability accommodations.

This “Minimum Technical Standards: Delineation of Responsibilities” briefly describes the obligations of applicants and students on the one hand, and GMS on the other hand, in the context of a request for a disability accommodation. In addition, applicants or students who plan to request disability accommodation(s) are encouraged to review the GMS “Minimum Technical Standards: Process.”

**Applicant or Student:**

1. The applicant or student is responsible for providing his or her own appropriate adaptive medical equipment.

2. The applicant or student is responsible for contacting the BU ODS and the GMS Disability Liaison to request disability accommodation(s).

3. The applicant or student is responsible for engaging in an interactive process with BU ODS about his/her specific needs, what accommodations are reasonable, and how such accommodations might be implemented to support the student in the course or program.

4. The applicant or student should contact the GMS Disability Liaison to initiate the process of notifying appropriate individuals using the letter provided by the Minimum Technical Standard Committee that includes provisions for the approved accommodation(s).

5. The applicant or student is responsible for advocating for her/himself with faculty in courses and/or laboratories.

**GMS:**

1. GMS will respond in a timely manner to an applicant or student’s request for disability accommodation(s).

2. GMS will disclose the approved accommodation(s) to faculty or staff only after the applicant or student has completed the GMS Accommodation Release Form. Although communication with faculty and staff regarding an applicant or student’s accommodation(s) must be initiated by the student, the GMS Disability Liaison may assist in notifying the program or course directors of the approved accommodation(s) with student or applicant’s consent.

3. GMS, in some cases acting through the Minimum Technical Standards Committee, will provide the student with a letter outlining any approved accommodation(s) for program and course directors or laboratory Principal Investigator.

4. GMS will work with the program and course directors, the registrar, dissertation/thesis advisor and the student to develop an appropriate academic schedule.