

# College of Pharmacy

## STUDENTS REQUESTING SPECIAL ACCOMMODATIONS

Revised: 1.13.2026

### Accommodations for Students

Students who require accommodations are expected to meet the College of Pharmacy's academic and technical standards. However, they may demonstrate competency in the Doctor of Pharmacy curriculum through alternative methods, provided those methods do not fundamentally alter the program's structure, intended outcomes, or technical requirements.

Applicants or enrolled students with a diagnosed or suspected disability who are requesting accommodations must submit documentation from a qualified healthcare professional at their own expense. Required documentation includes:

- A letter from the healthcare provider indicating whether the disability affects the student's ability to meet curricular outcomes and technical standards, with or without accommodations
- A copy of the diagnostic evaluation and any supporting test results
- A list of specific accommodations being recommended

Students approved for accommodations may be required to undergo re-evaluation at least once every two years.

Accommodation requests are reviewed individually. The Office of Student and Professional Affairs (OSPA), in collaboration with the ULM Counseling Center Director, will evaluate the impact of the student's disability in relation to the program's academic and technical standards.

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### Procedures for Students Approved for Accommodations

Students approved for accommodations must complete the following steps each semester:

1. **Register with OSPA**  
Register with the Office of Student and Professional Affairs on or before the first day of class.
2. **Submit Test Dates**  
By the end of the first week of class, submit to OSPA a list of all test dates requiring accommodations, after reviewing course syllabi.

3. **Sign Release of Information**  
Sign a release each semester authorizing OSPA to communicate accommodation details to the student's instructors.
4. **Faculty Notification**  
OSPA will email instructors a summary of the approved accommodations and a schedule of test dates.
5. **Meet with Instructors**  
Students must meet with each instructor during the first week of class to discuss the implementation of accommodations.
6. **Faculty Exam Submission**  
Faculty are asked to email exam passwords, instructions, or handouts to the OSPA Administrative Assistant at least two hours prior to each exam. For exams scheduled at 7:30 a.m., materials must be submitted by 5:00 p.m. the day before.
7. **Arrival for Exams**  
Students must report to the OSPA testing center at least five minutes before the scheduled exam time.
8. **Exam Start Times**  
Exams must begin as scheduled. Early or late start times are not allowed unless previously approved by the instructor and communicated to OSPA in writing.
9. **Monitoring**  
All OSPA-administered exams are monitored by staff via continuous video surveillance.

**Important:** Accommodations are not applied retroactively. They take effect only after the evaluation and approval process is complete. Students who fail to contact their instructors within the first week of class cannot expect retroactive application of accommodations. Accommodations apply only to present and future coursework and assessments.

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### **Examinations and Experiences Not Eligible for Accommodation**

Accommodations such as extended time or alternate testing locations are not available for these assessments. Doing so would fundamentally change their structure or intent. These include, but are not limited to:

- The **Practical (Errors and Omissions) Exam**
- The **Objective Structured Clinical Exam (OSCE)**
- Completion of **IPPE and APPE course objectives**, which must be met within the standard timelines (e.g., semester, four-week block, etc.)

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### **Additional Consideration**

In some cases, students receiving accommodations may be referred to the **Louisiana Board of Pharmacy Impairment Committee** to assess their fitness and ability to safely and competently practice pharmacy.

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**Please initial below**

\_\_\_\_\_ I understand that Special Accommodations are a privilege and can be revoked if I do not comply with the College of Pharmacy Code of Ethical and Professional Conduct.

\_\_\_\_\_ I understand that because I have been granted Special Accommodation privileges that I am not allowed to share any information or provide assistance not authorized by the instructor to another student.

\_\_\_\_\_ I have reviewed the ULM College of Pharmacy Code of Ethical and Professional Conduct, and I understand the information contained in this document.

\_\_\_\_\_ I have reviewed the ULM College of Pharmacy Handbook. I understand that the information contained in this handbook pertaining to rules, regulations and policies and procedures is important, and I understand that I am responsible for complying with all policies and procedures referenced in the handbook.

\_\_\_\_\_ I also understand that these policies are in conjunction with those set by the University in the faculty and student handbooks. In instances where there are differences between College of Pharmacy and University policies, the more strict policy will be followed.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_