

Distributing Accommodation Letters for Specific Graduate Programs

Accommodation letters need to be shared as follows:

Gould School of Law

- Students in the **Juris Doctorate (JD) Law program** should not share accommodation letters or discuss exam accommodations with Law school professors because of anonymous grading policies. Accommodation letters must instead be shared with the Office of Student Life office through this [Google Form](#). The Student Life office will keep your letters on file and respond with information about how to communicate with your professors regarding any non-exam classroom accommodations you may be approved for.
- Students in the **GIP program** should provide a copy of their accommodation letter to their professors. Students with *approved testing accommodations* should also forward their accommodation letters to the Graduate & International Programs Office at gipreg@law.usc.edu
 - Master of Laws (LLM) Degree
 - Master of Laws in Alternative Dispute Resolution (LLM in ADR)
 - Master of Laws in International Business and Economic Law (LLM in IBEL)
 - Master of Laws in Privacy Law and Cybersecurity (LLM in PLCS)
 - Two-Year Extended Master of Laws (LLM)
 - Online Master of Laws (LLM)
 - Summer Law and English (SLE)
 - Master of Comparative Law (MCL)
 - Master of International Trade Law and Economics (MITLE)

USC Student Affairs

Office of Student Accessibility Services

Marshall School of Business

To send accommodation letters, please view the information below:

- Full-time Masters of Business Administration (MBA) Program:
 - Send letters to Janella Chiang, Academic Services and Program Manager
 - Email: janellac@marshall.usc.edu
- Part-time MBA Program (PM)
 - Students should send their letters to faculty and Monica Campos, Associate Director, Student Services.
 - Email: mcampos6@marshall.usc.edu
- Online MBA program
 - Send letters to Phil Griego, the Assistant Dean & Director of the Online MBA Program.
 - Email: griego@marshall.usc.edu
- Students in the **MS in Business Analytics (MSBA) Program** can provide their approved OSAS accommodation letter directly to their faculty and to the following 2 contacts:
 - Associate Director, Student Services, Monica Campos: mcampos6@marshall.usc.edu
 - MSBA Director, Sara McLachlan: skmclach@marshall.usc.edu
 - Faculty then have a few options:
 - ❖ Faculty can either coordinate/schedule the accommodation themselves.
 - ❖ Coordinate/schedule with one of their TAs to proctor (if they have one).
 - ❖ Reach out to their department office to assist (for example, the DSO department can offer a testing space and proctoring).
 - ❖ If all of the above options are not possible, final option would be to reach out to us in the MSBA program office and we can assist.
 - If you have questions about the MSBA testing accommodations, you may contact Associate Director, Student Services, Monica Campos: mcampos6@marshall.usc.edu

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Office of Student Accessibility Services

School of Pharmacy

- Students taking courses within the **Doctor of Pharmacy (PharmD)**, will need to share and discuss accommodation letters *with their professors and cc Cory Reano, Director, Student Success and Engagement*.

Cory Reano

Director, Student Success and Engagement School of Pharmacy

Health Sciences Campus

Telephone: (323) 442-1469

Fax: (323) 442-2487

Email: reano@usc.edu

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Office of Student Accessibility Services

Physician Assistant Program (PA)

Accommodation Letters:

- Students taking courses within the Physician Assistant (PA) program will need to share and discuss accommodation letters with the following two contacts:
 - Alberto Vallejo, Director of Didactic Education
 - Email: Alberto.Vallejo@med.usc.edu
 - CharRita Cox-Beaman, Student Services Representative
 - Email: coxbeama@med.usc.edu
- Students with clinical accommodations will share and discuss their clinical accommodation letter with:
 - Naomie De La Cruz Novelo, DMSc, PA-C, Director of Clinical Education
 - Email: Naomie.Novelo@med.usc.edu

Guidelines related to Accommodations:

- Extended time on Exams typically does not apply to Objective-Structured Clinical Examinations (OSCEs) due to fundamental requirements. Please check with the program for specific details.

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Office of Student Accessibility Services

Ostrow School of Dentistry

- Students taking courses within the **School of Dentistry** will need to share and discuss accommodation letters with:
 - **If student is in their 1st two years in the School of Dentistry:**
Jessica Ostroff
Office of Academic Affairs
Herman Ostrow School of Dentistry of USC
Telephone: 213-740-3905
Email: ostroff@usc.edu
 - **If student is in their 2nd two years in the School of Dentistry:**
Ruth Perez
Office of Academic Affairs
Herman Ostrow School of Dentistry
of USC Telephone: 213-740-1001
Email: ruthp@usc.edu
- **Guidelines related to Accommodations:** Extended time on Exams typically does not apply to *practical exams* due to fundamental requirements. Please check with the program for specific details.

Doctor of Physical Therapy (DPT)

- Students taking courses in the **Doctor of Physical Therapy (DPT)** program must share their accommodation letters with each instructor and CC Janet Stevenson.
 - Janet Stevenson, Director of Student Services: jburney@pt.usc.edu

- For **Doctor of Physical Therapy (DPT)** students with clinical (fieldwork) accommodations, students will send their letter to the following contacts:
 - Valerie Tegli, Director of Clinical Education: teglia@pt.usc.edu
 - Jessica Rancour, Assistant Professor of Clinical Physical Therapy: jrancour@usc.edu
 - Danielle Long, Assistant Professor of Clinical Physical Therapy: longdani@usc.edu

- **Guidelines related to Accommodations:**
 - Extended time on Exams may or may not apply to *practical exams* due to fundamental requirements. Please check with the program for specific processes.
 - For all other courses, including Distance Learning courses, students must share their accommodation letters with their professors unless otherwise indicated by the professor and/or respective academic department.

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Keck School of Medicine

- Students in the **Doctor of Medicine (MD) program** will need to email accommodation letters to medkeck@usc.edu
- Students taking courses within the **MS Stem Cell Biology and Regenerative Medicine Program** should email accommodation letters to Francesca Mariani, Program Director, at fmariani@usc.edu and Ricardo Cortez, Program Administrator, at coretzri@usc.edu.

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Office of Student Accessibility Services

Master of Social Work (MSW)

- Students with *academic* accommodations will send their accommodation letters to faculty directly.
- For students with *clinical (practicum)* accommodations:
 - If student **has already** been placed, the student will provide their clinical accommodation letter to their practicum liaison (formerly known as the fieldwork liaison) **and** the agency practicum instructor.
 - If a student **has not** yet been placed, the student will provide their clinical accommodation letter to the applicable practicum director(s) below. Once student is placed, the student will provide a copy of their letter to the agency practicum instructor.
 - For all on-ground MSW students:
 - Suh Chen Hsiao, Director of Social Work Practicum Education
 - shuhsiao@usc.edu
 - For all VAC MSW students, please send letters to the following two contacts:
 - Terri Lee, Regional Director, North Region
 - terri@usc.edu
 - Lisa Wobbe-Veit, South Regional Director
 - lisa.wobbeveit@usc.edu

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Office of Student Accessibility Services

USC Chan Division of Occupational Science and Occupational Therapy (OT)

General Accommodation Letters

- Provide copy to each professor

Clinical Accommodation Letters

- For students approved for fieldwork accommodations:
- If students know their specific Academic Fieldwork Coordinator (AFWC) with whom they are working, they can send their letters to the respective AFWC below.
- If students are unsure of the AFWC, they can send the letter to Julie McLaughlin Gray (jmgray@chan.usc.edu) who can then forward the letter to the appropriate contact.
 - o Clarissa Saunders-Newton PhD, OTR/L
 - Adult Physical Rehabilitation
 - clarissa.saunders@chan.usc.edu
 - o Deanna Mannarelli, MA, OTR/L
 - Mental Health
 - dmannare@chan.usc.edu
 - o Candace Chatman, OTD, OTRL
 - Pediatrics
 - candace.chatman@chan.usc.edu

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Viterbi School of Engineering-Distance Education Network (DEN)

- Students taking graduate courses within the **Viterbi Distance Education Network**, will need to share and discuss accommodation letters with their professors. *If they have testing accommodations, they should cc Shirley Schutt, Director, Instructional Support Services and Technical Support*

Shirley Schutt

Director, Instructional Support Services and Technical Support

Telephone: (213) 740-9356

Email: denexam@usc.edu

USC Student Affairs

Office of Student Accessibility Services

Master of Science in Nursing - MSN (Online)

- Students with *academic* accommodations will send their accommodation letters to faculty directly.
- For students with *clinical (practicum)* accommodations:
 - Student should send letters directly to Dr. Cynthia Sanchez at sanc662@usc.edu, who will discuss requests with the Clinical Placement Team.