

Technical Standards Committee

Description and Charge:

The Technical Standards Committee is charged with determining whether admitted and enrolled medical students meet the Keck School of Medicine's [Essential Technical Standards](#). In addition, the Committee is responsible for overseeing the implementation of accommodations for students with disabilities to ensure that accommodations are delivered in a manner that is consistent, practical in both the classroom and clinical setting, and does not fundamentally alter the nature of the academic program. This oversight allows the School to support medical students receiving reasonable accommodations approved by the USC Office of Disability Services and Programs. Admitted students who believe that they are eligible for accommodations should initiate discussions with the Office of Admissions as soon as the offer of admission is received. The Technical Standards Committee reports to the Vice Dean for Medical Education. Committee members must complete Family Educational Rights and Privacy Act (FERPA) Training on an annual basis.

The Keck School of Medicine of USC abides by the University of Southern California's [Policy on Accommodations for Students with Disabilities](#) and [Equal Opportunity, Affirmative Action and Non Discrimination](#) policy. The Keck School of Medicine of USC does not discriminate against qualified applicants or enrolled students with disabilities. The Essential Technical Standards are not intended to deter any candidate or enrolled student for whom reasonable accommodation will allow the fulfillment of the curriculum.

Membership: Committee members, as described below, are appointed by the Vice Dean.

Chair: The Associate Dean for Admissions will serve as the chair.

Staff to Committee: Director of Medical Education Administration/Registrar or designee

Committee Members:

1. Associate and/or Assistant Deans for Curriculum (single vote)
2. Associate and/or Assistant Deans for Student Affairs (single vote)
3. Director/Associate Director for Academic Support (single vote)
4. One basic science faculty
5. One clerkship leadership
6. One director/associate director of a residency programs
7. One representative from the KSOM assessment unit in medical education
8. One representative from the USC Office of Student Accessibility.

Quorum: 50% plus 1

Actions:

1. The Committee monitors students' compliance with, and ability to meet, the Essential Technical Standards.

2. The Committee monitor appropriate implementation of accommodations across the program.
3. The Committee monitors that approved accommodations can be practically implemented outside the traditional classroom, such as in the lab, hospital, or clinic setting.
4. Guidance about a student's ability to meet the Essential Technical Standards will be sought as appropriate from additional University offices including but not limited to: Campus Support and Intervention, Department of Public Safety, Equity and Diversity, General Counsel, Office of Wellness, USC Student Health Services, KSOM Educational Technology and KSOM Diversity and Inclusion. If the Committee determines that a case does not fall within the scope of a technical standards issue or accommodation, the Committee will refer the case to the appropriate university office.
5. The Committee Chair may call an emergency meeting as needed to discuss emerging cases.
6. For regular business of the Committee, a quorum shall consist of a simple majority of the voting membership and a simple majority vote is required for any motion to pass. Curriculum and Student Affairs leadership will only have one vote.
7. All members of the Committee will be required to disclose potential conflicts of interest prior to case discussions. Any Committee member who has a conflict of interest in a case must recuse themselves from the action under consideration.
8. The Chair of the Committee will execute the Committee's decisions and recommendations. All Committee decisions/recommendations are reported to the Vice Dean for Medical Education.

Process:

1. Students may be referred to the Committee for review by the Associate/Assistant Dean for Student Affairs, the Associate Dean for Admissions, or the Student Performance Committee.
2. A student whose circumstances will be considered by the Technical Standards Committee will be given notice of the meeting at least five (5) business days before it is held.
3. The Committee may require a student to provide evidence that they are able to meet the essential Technical Standards.
4. The Committee may request that the student appear in person when their case is reviewed.
5. The Committee will review the student's case and take under consideration all the student's skills and attributes and will render a decision about the student's ability to meet the Essential Technical Standards, with or without reasonable accommodation. All decisions are reported to the Vice Dean for Medical Education. The student will also be notified of the decision.
6. In the event that the committee finds that the accommodation approved by the USC Office of Disability Programs and Services is inconsistent with the Technical Standards, a meeting is called with the chair of the committee or designee, the director of DSP or designee, the ADA/504 Coordinator or designee, and OGC. If a solution cannot be found from that meeting, the school can escalate the concern to the

- Provost, who is the final arbiter on the question of whether an accommodation would fundamentally alter the nature of a program.
7. Where the health, safety, or welfare of students, patients, or other members of the medical school and university community are deemed to be at risk, the Committee may issue an interim suspension from the medical school, or take any other protective action pending final resolution of the student's ability to meet Essential Technical Standards.
 8. Enrolled students may be referred to the Student Performance Committee for consideration for dismissal if the Technical Standards Committee determines that the student's inability to meet the Technical Standards places patients or others at risk or jeopardizes their ability to safely or effectively participate in medical student education.

Appeal Process:

1. The student may appeal the decision of the Student Performance Committee to the Vice Dean for Medical Education, or their designee in the case of a conflict, no later than ten (10) business days following transmittal of the Committee's written recommendation. The decision remains in effect until the appeal is adjudicated.
2. The appeal must include the specific grounds for appeal, and arguments and documentation specifically relevant to and in support of the stated grounds for appeal.
 - Appeals may only be brought on one or more of the following grounds:
 - That new evidence has become available which is sufficient to alter the basis for the decision and each of the following: 1) the student was not aware of the evidence; 2) the evidence could not have been reasonably obtained at the time of the original review resulting in probation; 3) the new evidence would have had material impact on the outcome of the decision.
 - That the decision is grossly disproportionate to the circumstances.
 - That the Committee deviated from the process set forth in this policy and such deviation had a material impact on the decision.
3. The Vice Dean for Medical Education may choose to uphold, to reverse, to ask the Committee to reconsider, or may choose to appoint an ad hoc committee to hear the student's appeal.
4. The members of an ad hoc appeals committee shall be faculty members who have not been involved in the deliberation and decision. The Chairperson of the Technical Standards Committee shall present the findings of the Committee to the ad hoc appeals committee but shall not sit as a voting member of said committee.
5. The ad hoc appeals committee shall submit its recommendation in writing to the Vice Dean for Medical Education within five (5) business days after the meeting.
6. Following receipt of the Technical Standards or ad hoc appeals committee recommendation, the Vice Dean for Medical Education will issue a final decision in

writing to the student within four (4) weeks of receipt of the appeal. There is no appeal of the Vice Dean's decision.