



Essential Capacities Attestation and Assessment Procedure

ED.PE.proc.15

<ul style="list-style-type: none"> Procedure Reason for Procedure Forms/Instructions Appendices Frequently Asked Questions Contacts Definitions Responsibilities Related Information History 	<p>Effective: Fall 2023</p> <p>History:</p> <ul style="list-style-type: none"> ● Approval Date: 4/28/23 ● Replaces version dated: N/A ● Timeline for Updating: 3yr ● Date of future review: March 2026 <p>Owner: Associate Dean of Students</p>
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Procedure

Attestation

- Prior to matriculation into the College of Pharmacy (COP) students shall attest that they meet the COP Essential Capacities either with or without reasonable accommodations
- On an annual basis throughout the program, the student will attest that they meet the COP Essential Capacities either with or without reasonable accommodations
- Prior to making attestations, students are specifically responsible for:
 - Carefully assessing if they can or cannot meet the stated Essential Capacities
 - Discussing the potential need for reasonable accommodations in order to be able to meet the Essential Capacities with the Director of Student Services and/or DRC Access Consultant



- If pursuing accommodations, registering with the DRC on the respective campus and completing the full process, described by the DRC
- The attestation form is available online.

If Concerns about Essential Capacities Arise

Admissions

The admissions process will ensure prospective students are presented with the Essential Capacity policy and route any questions from the prospective student to student advisors and/or DRC access consultants. Upon accepting an offer of admission, students are required to attest they have reviewed and meet the Essential Capacities. If an admitted student determines they cannot meet the Essential Capacities, they should meet with DRC access consultants to determine what reasonable accommodations are needed.

Didactic Education

Should an instructor or staff person become concerned about a student's ability to meet the Essential Capacities, they should contact the Director of Student Services, who will work with the student and a DRC access consultant, to assess and determine what reasonable accommodations are needed.

Experiential Education

Should a preceptor or experiential education team member become concerned about a student's ability to meet the Essential Capacities, they should contact the Experiential Student Success Director who will work with the student and a DRC access consultant, to assess and determine what reasonable accommodations are needed.

Failure to Meet Essential Capacities

- If a preceptor, instructor or staff member, deems that the students is unable to meet the Essential Capacities, and informal procedures identified under the above section are deemed inadequate, then the Academic Standing Committee may be consulted to assess the situation and make



recommendations as to whether the student can meet the Essential Capacities in question, with or without reasonable accommodations.

- The student may have an advocate support them as part of this process.
- The COP and the University will try to identify reasonable accommodations to support the student to enable them to meet the Essential Capacities, but it is recognized that, in rare circumstances, an agreed upon solution may not be reached.
- All discussions related to the case will be conducted in a confidential manner
- The determination of the outcome of the investigation will be communicated both verbally and in writing to the student.
- Students have the right to appeal any decisions made as articulated in COP and University policies.

Reason for Procedure

Essential capacities include observation, communication, motor, intellectual and behavioral/social capacities. Procedures are needed to support the [Essential Capacities Policy](#).

Forms/Instructions

- Attestation Form

Appendices

- None

Frequently Asked Questions

- None



Contacts

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Definitions

Attestation

A declaration or certifying that the statement is true and correct.

COP

College of Pharmacy

DRC

Disability Resource Center. This term is inclusive of the Twin Cities Disability Resource Center and Duluth Disability Resources.

Essential Capacities

Define a set of skills, abilities and characteristics a person is required to possess in order to matriculate into, progress through and/or graduate as part of an educational or training program. College of Pharmacy Essential



Capacities include perception/observation, communication, motor, intellectual and behavioral/social capacities.

Reasonable Accommodations

See the [Disability Resource Center Website](#) for discussion of reasonable accommodations.

Responsibilities

Assistant Dean of Admissions

- Works with admissions staff to operationalize the admissions attestation and, if needed, refers students to the DRC.

Director of Student Services

- Functions as the point person for Essential Capacities work at the college, working with the Associate Dean for Students and the Associate Dean for Professional Education
- Works with professional education staff to operationalize the annual attestation
- Supports students who utilize the disabilities accommodation process
- Supports students in communicating with instructors as needed
- Consults with instructors on issues related to the Essential Capacities

Associate Dean of Professional Education

- Works with the Director of Student Services and Experiential Student Success Director in order to determine the capacities required for individual courses and assessing the reasonableness of accommodations.

Instructors/Staff/Preceptors

- Complying with the [University policy](#) on discrimination
- If an instructor or staff member has a concern that a student is not meeting the Essential Capacities, they should contact the Associate Dean of Professional Education.



- If a preceptor has a concern that a student is not meeting the Essential Capacities, they should contact the Experiential Student Success Director.

Related Information

- [Essential Capacities Policy](#)
- [Students with Disabilities Policy](#)
- [Students with Disabilities Procedure](#)
- [Office of Experiential Education Manual](#)
- [College of Pharmacy Student Handbook](#)
- [Disability Resource Center Website \(Twin Cities\)](#)
- [Disability Resources Website \(Duluth\)](#)

History

Effective: Spring 2023

Amended:

Previous versions: link to folder