

Student Request for Religious Accommodation

Daoist Traditions College of Chinese Medical Arts is committed to diversity, nondiscrimination, and inclusiveness. The College respects the right of all students to observe their religious holidays. On occasion conflicts may occur between a student's obligations in a course and the commitments in observing major religious holidays.

The College provides reasonable accommodation for members' sincerely held religious beliefs or practices unless doing so impose an undue hardship on the College. A reasonable religious accommodation is any adjustment to the academic environment that will allow the individual to practice his/her religion. "Undue hardship" is a practice, procedure, or financial cost, which unreasonably interferes with business operations at the College.

Any student who is unable to attend classes or participate in any examination, study, or clinic requirement on some particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment. However, the established fees for the make-up of assessments or class/clinic sessions will apply.

Students are encouraged to review the academic calendar and course syllabi at the start of each semester to determine if there are dates that conflict with religious observances. Students requesting absence from class, excuse from an exam day, or accommodations with an academic deadline, should submit the [Request for Religious Accommodation](#) form before the end of Week 2 of the semester. Late requests for unanticipated conflicts requiring religious observance, such as a death in the family, will be considered. No adverse or prejudicial effects will result to students because they have made use of these provisions.

Requests for religious accommodation may take up to 3 weeks for approval. Requests made after missing a class or assignment will not be considered for religious accommodation. It should be noted that missing a class, exam, or deadline due to travel associated with a particular holiday does not constitute an excused absence.

The person requesting the accommodation is obligated to cooperate with the College's attempts to accommodate the request. When more than one accommodation is possible, the College may select any of the accommodations, provided the accommodation will effectively eliminate the religious conflict. Types of instances/absences that the policy supports:

- Class absence - excused absence from a scheduled academic class / classes due to a religious conflict that falls on the same day as the class itself.
- Missed exam – excused absence from an exam scheduled on a date / time in conflict with a religious holy day. Reasonable accommodations can be made to take the exam earlier or later than the date / time in conflict. College policy does not allow final exams to be taken at earlier than the scheduled date. If instructors require a make up exam, they retain the right to determine the content of the exam, the conditions of its administration, with considerations given to equitable treatment.
- Deadline conflict – reasonable accommodations for academic work that is due on a date / time in conflict with a religious holy day. In such cases work can be submitted earlier or later than the date in conflict.

Excused absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

Appeals

If a student wishes to appeal an accommodation decision, he/she may request a Grievance Committee Hearing. The Grievance Procedure can be found in the Student Handbook.

Request for Religious Accommodation

In accordance with federal and state laws and Daoist Traditions College policies, the College prohibits discrimination on the basis of religion. The College provides reasonable accommodation for members' sincerely held religious beliefs or practices unless doing so impose an undue hardship on the College. A reasonable religious accommodation is any adjustment to the academic environment that will allow the individual to practice his/her religion. "Undue hardship" is a practice, procedure, or financial cost, which unreasonably interferes with business operations at the College.

Return completed form to the Vice President at 382 Montford Avenue, Asheville NC 28801 or email to Rnowakowski@daoisttraditions.edu.

Part 1 – To be completed by the person requesting a reasonable religious accommodation

Student Name: _____

Please specify the religious belief/practice for which you are requesting accommodation:

What reasonable accommodation are you requesting? What are some accommodation options?

Religious Tenets Documentation: I verify that the above information is complete and accurate to the best of my knowledge and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I acknowledge that Daoist Traditions College may ask me to document my religious practice or belief or consult religious scholars or leaders to confirm the appropriateness of the requested accommodation and that the College may consult with a Title IX/Equal Opportunity/Affirmative Action consultant prior to responding to my request.

Signature: _____ Date: _____

Part 2 – To be completed by the Administration

Did documentation come with the request? Yes No

Is more documentation necessary? Yes No

Specific documentation required: _____

Type of accommodation provided: _____

Date accommodation provided (if different from approval date): _____

Costs associated with the accommodation: _____

If denied, list reason for denial: _____

Sources of assistance consulted in processing this request (supervisor, instructor, legal):
