

## Accommodation Request for Disability

*This form is for use by students to self-identify their status as a person in the protected class of disability and to request accommodations.*

### **Policy**

Daoist Traditions is committed to providing support and facilitating equal access for students with disabilities. In compliance with the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973, the College will make reasonable accommodations for qualified individuals unless doing so would result in an undue hardship, safety, and/or health risk. "Undue hardship" is a practice, procedure, or financial cost, which unreasonably interferes with business operations. "Major life activities" include, but are not limited to, walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

A diagnosis of a disorder in and of itself does not automatically qualify an individual for disability accommodations. The determination of whether an impairment is a disability is made on an individual basis. Temporary, non-chronic impairments and that have little or no long-term impact usually are not disabilities. Accommodations provided for temporary disabling conditions are subject to periodic review.

### **Procedure**

Students who have documented disabilities, regardless of the age of the documentation, should request accommodations after they have been admitted to the College and before their enrollment. Students should not approach faculty members with accommodation requests.

Once notified of the need for accommodations, the Accommodations Coordinator will meet with the student to discuss possible accommodations and will assess the reasonableness and effectiveness of each potential accommodation. Approved accommodations are tailored to address the needs of the student on a course-by-course basis, within the context of the program requirements. Decisions may involve various College personnel and consultation with outside parties such as a Vocational Rehabilitation or medical professionals. If accommodations are approved, the student will receive a letter describing the accommodations for each class the student is enrolled in that semester.

### **Attendance Accommodations**

While Daoist Traditions does its best to be flexible and work with students as much as possible, Daoist Traditions views class attendance as an individual student responsibility. Students are expected to attend class, clinical sessions, and complete all assignments. According to the ADA, some students with disabilities may be approved for an accommodation of modified attendance due to a disability. Generally, these students have disabilities which are chronic or episodic in nature which may cause difficulties with regular class attendance. The Federal Office of Civil Rights (OCR), in determining how many disability-related absences are reasonable by considering whether attendance is an essential element of a course, states that the accommodation should be provided unless the accommodation threatens the integrity of the course as offered. In the case of acupuncture and Asian/Oriental Medicine, lack of sufficient attendance threatens the integrity of the training in these medical degrees. Due to the nature of this specialized medical training, allowing excessive absences is not a reasonable accommodation. Therefore, even students with disabilities must meet this attendance policy, which includes some alternatives for any and all students with attendance issues under our Attendance, Incomplete, and Leave of Absence policies.

### **Supporting Documentation**

Appropriate, current documentation must demonstrate that a disability exists and accompanying the disability are functional limitations. All documentation must be received before the Administration will consider an accommodation request. The *Verification of Accommodation Needs* form must be completed by the diagnosing physician or licensed professional. Refer to the form for a list of accepted medical providers. The diagnosing professional cannot be a relative of the student.

## Accommodation Request for Disability

**Daoist Traditions strives to:**

- assist students in accessing and using reasonable accommodations;
- foster an environment that encourages personal and academic growth; and
- give primary consideration to the adjustment that the student requests. However, if there are two or more possible accommodations, and one costs more or is more burdensome than the other, the College may choose the less expensive or less burdensome accommodation, as long as it is effective.

**Daoist Traditions does not:**

- provide accommodations or modifications that lower the essential requirements or fundamentally alter the nature of the programs of study;
- require faculty to compromise the quality of instruction, evaluation, or academic standards; or
- provide personal devices or personal aids including wheelchairs, eyeglasses, hearing aids, transportation, personal assistants, personal tutors, readers, scribes, or typists for personal study.

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**Student Responsibilities are to:**

- self-identify as a person with a disability after admission to the College;
- provide current documentation of the disability along with an accommodation request form;
- request reasonable accommodations that will ensure access to information and testing on an equal level with students who do not have disabilities;
- meet or exceed any technical, essential, academic, behavioral, and professional standards set forth by Daoist Traditions College;
- accept responsibility for their own successful education. This includes maintaining satisfactory academic progress, attending classes, completing assignments, conducting themselves professionally, and communicating regularly with faculty and/or the appropriate office regarding specific needs;
- complete all requirements for each course as stated in the course syllabus;
- contact the Accommodations Coordinator if there is a concern about the approved accommodations; and
- follow the Grievance Procedure found in the Student Handbook if they wish to appeal an accommodation decision to a Grievance Committee.

**Administrative Responsibilities are to:**

- publish accommodations policies and procedures;
- thoroughly review students' requests for accommodations using the current documentation provided by the students;
- provide information regarding rights and responsibilities to students with disabilities upon request;
- provide reasonable and appropriate accommodations for students with disabilities who meet the eligibility criteria; and
- assist students in communicating with faculty about their required accommodations.

**Faculty Responsibilities are to:**

- provide the approved reasonable instructional and/or testing accommodations;
- acknowledge the rights of students with dignity and respect;
- maintain the integrity of academic standards; and
- maintain student confidentiality.

**Accommodation Request for Disability*****To be completed by the student***

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

Identify the physical and/or mental impairment(s) for which you are requesting accommodation(s) and the expected duration of the impairment(s). Include the date(s) of diagnosis.

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How does this disability impact your academic performance or ability to participate in the program of study?

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What reasonable accommodation(s) are you requesting and how will each accommodation address the impact of the condition?

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Have you previously received accommodations in an educational setting? If so, describe.

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Provide any additional information that might be useful in processing your accommodation request.

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The student must also sign page 4 to give the diagnosing physician/licensed professional permission to share health information with the College. Individual medical practices may require additional medical release forms.

Forward completed forms and all documentation, marked confidential, to:

**Rachel Nowakowski, Accommodations Coordinator****Daoist Traditions College, 382 Montford Avenue, Asheville NC 28801**

A student may bring documentation from the physician/licensed professional to the office if the documentation is in a sealed envelope with the professional's signature across the seal.

## Verification of Accommodation Needs

I, \_\_\_\_\_, am requesting disability accommodations at Daoist Traditions College. The College requires documentation of my disability to establish eligibility and provide appropriate services. Indicated by the signature signing below, I am giving permission to release information to Daoist Traditions College. Please provide any and all information regarding my disability.

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Required Documentation**

**Physical Disability:** Supporting documentation must be current, within the past year. Verification form must be completed by a physician with training and expertise with the medical condition.

**Psychiatric Disability:** Supporting documentation must be current, within the past year. Verification form must be completed by a psychiatrist or doctoral level psychologist with appropriate competencies related to the diagnosis(es).

**Attention Deficit Hyperactivity Disorder (ADD/ADHD):** Supporting documentation must be current, within the past year. Verification form must be completed by a psychiatrist or doctoral level psychologist with specific training and experience in the evaluation of adult ADD/ADHD.

**Learning Disability:** Supporting documentation must be current, within the past year. Verification form must be completed by a professional with comprehensive training and direct experience with an adult LD population who is qualified to conduct assessments, render diagnosis of learning disabilities, and make recommendations for appropriate accommodations.

### **For the diagnosing physician/licensed professional:**

Daoist Traditions offers medical education programs that prepare students to become licensed, independent health care providers. Page 8 of this form describes the technical skills and standards which apply to all students in all programs. Under the Americans with Disabilities Act (ADA) and the ADA Amendment Act (ADAAA), Daoist Traditions will make reasonable accommodations for qualified individuals unless doing so would result in an undue hardship, safety, and/or health risk.

In compliance with the requirements set forth, this form is to verify that a disability exists and accompanying the disability are functional limitations. The information you provide will be kept confidential with the Accommodations Coordinator.

**Please complete pages 5-9.** If you have any questions regarding this form, please feel free to contact us at 828-225-3993. Please return the completed form along with related diagnostic reports/documentation relevant to the student's request to:

Mail: Rachel Nowakowski, Accommodations Coordinator  
Daoist Traditions, 382 Montford Avenue, Asheville NC 28801  
Email: [Rnowakowski@daoisttraditions.edu](mailto:Rnowakowski@daoisttraditions.edu)  
Fax: 828.255.3306

**Verification of Accommodation Needs***To be completed by the diagnosing physician/licensed professional*

Please state the student's medical diagnosis. Include DSM-IV/V diagnosis, if applicable.

Level of severity:     mild     moderate     severe

Date of diagnosis: \_\_\_\_\_ Date of last visit: \_\_\_\_\_

Approximate date of onset of symptoms: \_\_\_\_\_

Describe symptoms that meet the criteria for this diagnosis (also attach diagnostic reports):

Are there any coexisting conditions, including medical disabilities or learning disabilities that should be considered when providing accommodations?

Is the student currently taking medication?  Yes  No

List current medications prescribed and include possible side effects that impact academic performance and attendance.

**Verification of Accommodation Needs**
**Major Life Activities Assessment:**

Please indicate the impact the medical condition has, if any, on the activities listed below.

Life Activity	No Impact	Moderate Impact (describe)	Severe Impact (describe)	Don't Know
Walking (e.g. distance, duration, use of mobility devices)				
Standing (e.g., duration)				
Performing manual tasks (e.g., reaching, manipulating materials, assisting patients)				
Writing/Keyboarding/Notetaking (e.g., unable to type/hand write, trouble with written expression)				
Speech impairment				
Breathing				
Hearing				
Vision				
Memory				
Concentration				
Timely submission of assignments				
Test-taking				
Managing internal distractions				
Managing external distractions				
Stress management				
Sustained focus				

**Verification of Accommodation Needs**

Describe the effect of the medical condition, including side effects such as chronic fatigue and/or pain symptoms, on attendance and academic performance (e.g., concentration, reading, thinking, ability to sit for extended periods, needs frequent restroom breaks):

Will the limitations last for the duration of the student's enrollment at Daoist Traditions?

Yes  No

If limitations fluctuate, how frequently has the student experienced flare-ups within the past 12 months or since onset of diagnosis?

If student is undergoing treatment, please describe how treatment (e.g., frequency of treatments, side effects of treatments, etc.) may affect student's attendance and academic performance.

Please read the following section regarding the technical skills and standards for the programs at Daoist Traditions College. Complete and sign page 9.

### **Technical Skills and Standards for Daoist Traditions College**

The programs at Daoist Traditions require students to engage in diverse and specific experiences essential to the acquisition and practice of necessary skills. Unique combinations of cognitive, psychomotor, and affective abilities are required to satisfactorily perform these essential functions. Providing safe care to patients is the priority in Asian/Oriental medical education and is dependent on the skills of students in training to become practitioners and doctors. These technical skills and standards apply to all students in all programs and are applied to consideration of admission, matriculation, retention, and graduation from Daoist Traditions. Students must meet the following competencies:

**Communication** ▪ Communication includes speech, reading, and writing. Students must be able to communicate effectively with all members of a healthcare team. They must maintain appropriate medical records. They must be able to speak and hear effectively and be able to observe patients and peers to elicit information; be able to perceive non-verbal communication; and recognize and respond to changes in mood, activity, posture, and patient communication. Students must demonstrate a willingness and ability to give and receive feedback. They must approach each patient being free from bias and with social and cultural sensitivity and obtain thorough information using critical thinking while establishing rapport with the patient. They must be able to communicate with empathy and concern for the well-being of others.

**Observation/Sensory** ▪ Observation necessitates the functional use of the senses of vision, touch, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell and by color vision. Students must be able to acquire the information presented through demonstrations and experiences. They must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when working with patients. They must be capable of perceiving the signs of disharmony and manifestations through physical examination. They must be able to observe patient's emotions, body, demeanor, and tongue; discern muscles and bones; obtain auditory information from voice, breathing, sighing; tolerate unusual smells, such as moxa smoke or liniments; and tolerate the use of Wi-Fi on campus.

**Motor/Physical** ▪ Students should have sufficient motor function to be able to execute movements required to provide general care and treatment to patients in all health care settings. Students must be able to directly examine patients; palpate the body, pulse, and acupoints effectively and efficiently; perform basic physical exam procedures/tests; demonstrate the use of all acupuncture and Asian/Oriental Medicine (AOM) practical and clinical skills, including, qigong/tai chi. They must be able to perform CPR and first aid and function in an emergency. Students must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a wheelchair to a treatment table or chair. They must be able to accompany staff during clinical sessions; attend a full clinic shift, and a full day of scheduled classes/clinic. *\*Daoist Traditions has a focused education that emphasizes but is not limited to insertion of acupuncture needles. AOM styles that have accommodations that are appropriate for the visually impaired to learn and practice acupuncture, such as abdominal diagnosis or Japanese Tehari, are not taught at Daoist Traditions.*

**Intellectual/Cognitive/Conceptual** ▪ Students must be able to concentrate and engage in critical thinking, self-discipline, focus, and problem solving in the classroom and clinical setting. Students must be able to promptly complete required assignments and responsibilities related to the effective and timely diagnosis and treatment of patients, which begins with assignments in the first year and thereafter in class, practicum, and clinic. They must be able to quickly read, comprehend, synthesize, and memorize extensive written material; effectively participate in solving clinical problems; effectively interpret the data collected from the interview/examination of patients; exhibit sound judgment, resourcefulness, and analytical skills even under pressure; effectively organize information and tasks to efficiently work in patient care environments; and effectively function as a member of a healthcare team.

**Professionalism/Behavioral/Emotional/Social** ▪ Students are required to consistently demonstrate integrity, ethics, professionalism, maturity, honesty, and fairness in all dealings with patients, the families of patients, peers, staff, supervisors, and instructors. They must be able to integrate feedback from supervisors or peers in a collaborative and collegial manner; preserve confidentiality; follow rules and regulations; and maintain a professional demeanor. Students must have the emotional stability, maturity, and resilience to function effectively under stress and adapt to an environment that may change in unpredictable ways. They must be able and willing to change their behavior when it interferes with productive individual or team relationships. They must be able to proactively make use of the available resources to maintain physical, mental, and emotional health. They must possess the ability to reason morally and practice health care in an ethical manner. They must possess attributes that include compassion, empathy, responsibility, and tolerance. They must be able to engage in patient care delivery in all settings and to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults of all race, age, and gender.

**Verification of Accommodation Needs***To be completed by the diagnosing physician/licensed professional***Is the student able to meet the technical standards and perform the essential functions as listed, in a typical schedule with, or without, reasonable accommodation?**

- Yes, with reasonable accommodation  
 Yes, without reasonable accommodation  
 No, they are not able to meet the technical standards and perform the essential functions

**If No, how long will the student remain unable to meet these standards or perform these functions?**\_\_\_ # weeks \_\_\_ # months  permanently**What effective accommodations are recommended to equalize educational opportunities or to assist the student in performing the technical skills as listed. Please include an explanation as to why each accommodation is recommended and indicate how long each accommodation will be needed (# weeks, # months, or permanently). Attach additional pages if necessary.****CERTIFYING PROFESSIONAL:**

Printed Name and Title: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

License/Certification #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Thank you for your assistance. We will contact you if any additional information is needed.**