

Accommodation Application Process

Disability & Health Conditions

Table 1: The chronological process to apply for accommodation on the basis of disability or health condition

Process	What To Expect
Submit Medical Documentation Form	<ul style="list-style-type: none"> • Download and fill out the form, available on the Accommodation Moodle and Sharepoint pages. • You will be required to include information from your healthcare provider – see the form for a list of approved practitioners. • Email form to Pouneh Kharabi at accessibilityservices@ccnm.edu • Tip: Apply as soon as you accept your position at CCNM. • Deadline: three weeks before the first assessments for academic accommodations. • ASAP for practical related accommodation
Meet with accessibility services	<ul style="list-style-type: none"> • You will review your form and discuss appropriate accommodations. • Accommodations may be available for <ul style="list-style-type: none"> ○ the use of technology, ○ additional time on exams, ○ assignment-specific accommodations, ○ exemptions from modelling during tutorials, ○ adjustments to logistical elements of exams, ○ and sensory and mobility-related accommodations.
Receive letter of accommodation	<ul style="list-style-type: none"> • You will be provided with a letter documenting the accommodations you are entitled to. • Any exam-related accommodations will be arranged for you. • Other accommodations must be discussed with the instructor or coordinator of any affected classes. Contact the instructor and provide them with a copy of your letter. <ul style="list-style-type: none"> ○ Deadline: the beginning of the course or at least 2 weeks before an affected activity or practical session.
Renew	<ul style="list-style-type: none"> • Sign an updated letter in August. • Submit a new form only if you have additional health conditions to report or disability was reported as temporary.
Clinic	<p>Accessibility Services Accommodations Before entering clinic, Accessibility Services will discuss your needs with the Office of Clinical Education (OCE), and efforts will be made to carry over as many accommodations as possible. Note that it is more difficult to incorporate accommodations in clinic.</p> <p>Scheduling Accommodation through OCE</p> <ul style="list-style-type: none"> • As you enter clinic, you will have the opportunity to apply for early shift selection if your health condition requires you not to work at certain times. • Write a letter detailing your needs, including a note from a religious leader affirming that your need for accommodation is true. • Email your letter and note to the Office of Clinical Education at oce@ccnm.edu <p>Deadline: One month before your cohort’s shift selection.</p>

Religion

Table 2: The chronological process to apply for accommodation on the basis of religious belief

Process	What To Expect
Submit Religious Accommodations Application Form	<ul style="list-style-type: none"> Download and fill out the form, available on the Accommodation Moodle and Sharepoint pages. You will be required to include a note from a religious leader affirming that your need for accommodation is true. You will be required to include the course codes for the classes that you are requesting accommodation for. See commonly requested classes in Appendix A: Commonly Affected Courses. Email form to Pouneh Kharabi at accessibilityservices@ccnm.edu TIP: Submit as soon as possible, preferably before the beginning of the semester. Practicals begin right away and involve wearing hospital style gowns, and exposure of areas to be examined. Deadline: the beginning of the course or at least 2 weeks before an affected activity or practical session. At least 3 weeks before midterms if exams are affected.
Meet with accessibility services	<ul style="list-style-type: none"> You will review your form and discuss appropriate accommodations. This can be done before the application is submitted as well.
Receive letter of accommodation	<ul style="list-style-type: none"> You will be provided with a letter documenting the accommodations you are entitled to. Adobe will share a copy of the signed letter as soon as you sign Upload the signed copy to all your Moodle course shells Any exam-related accommodations will be arranged for you. If applying for female-only tutorial groups, you will be placed in the appropriate group. Other accommodations must be discussed with the instructor or coordinator of any affected classes. Contact the instructor and provide them with a copy of your letter.
Renew	<ul style="list-style-type: none"> Meet with Accessibility Services at the beginning of each academic year. You do not need to submit a form or a note from a religious leader again.
Clinic	<p>Accessibility Services Accommodations</p> <p>Before starting the clinical internship, Accessibility Services will discuss your needs with the Office of Clinical Education (OCE), and specific accommodations for clinic will be determined.</p> <p>Scheduling Considerations Based on Accommodations</p> <ul style="list-style-type: none"> Students with work time restrictions based on medical condition, religious practice, or childcare/parental care responsibilities, early shift selection will be offered. Accommodation requests for scheduling consideration will be reviewed by Accessibility Services and determined based on the documentation provided. See the Accommodation Request Form for details of what documents or proof might be required. Submit form/request to accessibilityservices@ccnm.edu The clinic work schedule restrictions will be reviewed by the Associate Dean, Clinical Education (ADCE). Students with accommodations for scheduling consideration will be contacted by the OCE to arrange for clinic scheduling. Please note that the provision of scheduling considerations does not provide choice of preferred clinic work time, rather it avoids times when there is an absolute restriction based on one's specific accommodation. <p>Deadline to submit documentation to Accessibility Services: January 15th</p>

Family Considerations

Pregnancy:

- Accommodations for pregnancy are administered by Accessibility Services.
 - See [Table 1: Disability & Health Conditions](#) for the application process.
- Students who are pregnant are exempt from modeling in tutorials and practical exams. This is communicated to your course instructor by Accessibility Services. You may want to remind your teaching assistant of your exemption before the start of affected tutorials.
 - For many tutorials, exemption is not strictly necessary, and modification can be done, but you have the right to refuse to be a model.
 - Students who are pregnant or trying to conceive are strongly advised to disclose this to their TA for acupuncture tutorials as some points are contraindicated in pregnancy.
- Students who are pregnant are exempted from modeling in exams, notably acupuncture exams. This will be communicated to course instructors by Accessibility Services.
- **Deadline:** as soon as possible before any exam where you would be expected to model.

Child care:

- CCNM cannot provide time off specifically for childcare, and any classes or shifts missed due to childcare are considered sick or vacation time and are subject to the make-up policy.
- Parents of infants may apply for accommodation via the process for disability or health condition in order to receive time to breastfeed or attend to children during exams.
- Parents who have childcare obligations at specific times may apply for early shift selection for clinic shifts.
 - Complete the child/parent care application form and submit with all supporting documents to accessibilityservices@ccnm.edu
 - proof of children's ages i.e. date of birth
 - documentation from their school or daycare describing the hours when childcare is provided
 - **Deadline:** one month prior to your cohort's shift selection.
 - Once you have received your signed letter share with the OCE at oce@ndnet.ccnm.edu. You will discuss your needs with the Associate Dean of Clinical Education and provide a list of preferred clinic shifts. Your shifts will be selected based on this information.

Parental care:

- Students who have parental care obligations at specific times may apply for early shift selection for clinic shifts.
 - Complete the child/parent care application form and submit with all supporting documents to accessibilityservices@ccnm.edu. Please include:
 - A note from a healthcare provider affirming that your parent is in need of regular in-person support from you.
 - **Deadline:** one month prior to your cohort's shift selection.

- Once you have received your signed letter share with the OCE at oce@ndnet.ccnm.edu. You will discuss your needs with the Associate Dean of Clinical Education and provide a list of preferred clinic shifts. Your shifts will be selected based on this information.

Appendix A: Commonly Affected Courses

Tutorials where hair or skin exposure is expected:

- First Year: ASM103, BAS120 Functional Anatomy Tutorials, PHM104
- Second Year: ASM203, ASM204, CLS223/224, PHM204
- Third Year: ASM304, PHM301, ECE311 (only one tutorial involves physical exams), ECE341, ETE340, CLS304, NPS315, ETE300

Acupuncture tutorials:

- ASM103, ASM203, ASM204, ASM304