College 504 Plan Template and Potential Items

(adapted from public school 504 template created by Judith Leventhal, PhD, Leo Shea III, PhD, Janis Arnold, LICSW, Sharon Farkas, Beth Sher, and Jennifer Jaff, Esq.)

Section 504 Plan for: ___(Student Name)____
University _______________________________
Academic Year/Term ___________________________

Nature of the Disability

This student has a form of Inflammatory Bowel Disease ("IBD") called ________________ (Crohn’s Disease or Ulcerative Colitis). IBD is a chronic disease affecting the intestines. Ulcerative Colitis affects the colon; Crohn’s Disease can affect any part of the digestive track, from the mouth to the anus. It impacts the major life activity of disposing of bodily waste.

Although its cause is unknown, IBD involves the immune system and causes inflammation and ulceration of the lining of the intestines. The emotional and physical pieces are interrelated in complex ways, and patients can experience flare-ups during times of emotional tension and stress. Changes in cognitive function from chronic or acute pain, or side effects of strong medications, can include compromised attention and concentration, reduced capacity to process information, disruptions in memory and reduced ability to multitask are also manifestations of this disease. Changes in physiological functioning of the gastrointestinal tract characteristic of this disease can be exacerbated during period of environmental and/or psychological stress. The stress in/and of itself does not cause the disease.

Treatments can include immuno-suppressant drugs that render patients more susceptible to illness and intensify reductions in neurocognitive functioning described above. Patients may be on a restricted diet; may need to eat several small meals per day; and most likely will need to take medication during the course of the day. Some treatments are provided intravenously in the outpatient hospital setting that may cause a student to miss certain courses at recurrent times.

Although surgery is avoided to the extent possible, students affected by IBD may require surgical intervention, including surgical revisions, resections or removal of portions of the digestive track.

Students with surgical resections of the intestines may suffer from
the lack of a normal length of intestine, especially when part of the small intestine has been removed. These students may suffer particularly altered bowel demands, again necessitating easy access to the bathroom.

Often, students with IBD work extremely hard to compensate for their illness and its effects on daily functioning. Students with active IBD will need to use the bathroom several times a day, often on a moment's notice, in order to avoid fecal incontinence. Incontinence still may occur, and students who are impacted by this symptom will need to be able to clean themselves and change clothes during the day.

IBD is a chronic illness that is cyclical; patients can face associated gastrointestinal symptoms in a recurrent pattern, with periods of symptom inactivity in between active flare-ups and complications. Symptoms may worsen in an unpredictable manner and conversely, may go into remission for varying lengths of time. Medications can help manage the discomfort and inflammation and improve functioning, but are not cures for IBD.

Introduction to the Plan

This is a Plan developed under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act ("ADA"), and the Individuals with Disabilities Education Act ("IDEA") to identify the health care-related needs of the student, as well as services and accommodations to be provided to the student.

________________________ shall be the point person at the university for purposes of carrying out the provisions of this Plan. This person shall be known as the Plan Coordinator. The Plan Coordinator will educate him/herself about the nature of IBD, the treatments the student is receiving, the side-effects of the treatments, and the student's particular symptoms and needs. In addition, the Plan Coordinator shall be responsible for ensuring that the provisions of this Plan are carried out and he/she shall be the liaison between the student, and the relevant university personnel.

For purposes of this Plan, __________ (the student) is a person with a disability under Section 504 and the ADA. He/she is significantly impaired in performance of the major life activity of disposing of bodily waste.

The purpose of this Plan is to maintain the student’s optimal participation in his/her academic curriculum and educational goals, aid in the management of his/her illness, and reduce the student’s stress.

The Plan Coordinator and Due Process Rights

The Plan Coordinator will help make available a copy of this Plan, with the student’s permission, to any relevant professors, teaching assistants.

If the Plan Coordinator is unable to obtain compliance with this Plan by any professor other university personnel, he or she shall notify the
Dean of Students. The Dean shall respond to each such communication from the Plan Coordinator within two (2) in-session school days with a plan for reconciling the interference with the student’s educational mandates.

If the Dean declines to adopt any element or portion of the recommended action plan, he or she shall put his or her reasons in writing within two (2) in-session school days of receipt of the recommended action plan, and this writing shall be sent to the student and Dean.

Both the student and Plan Coordinator shall have the authority to request a due process hearing if the Dean declines to accept the Plan Coordinator’s action plan. This hearing shall be in addition to, not instead of, any due process rights the student has under the ADA, Section 504, and/or the IDEA.

**The Student’s Symptoms and Needs**

______________ (the student) has the following symptoms and needs, which may change over time:

- _____ Diarrhea (estimated ___ bathroom trips per day)
- _____ Pain and cramping (rated a ___ out of 10, with 10 being the worst)
- _____ Fatigue
- _____ Nausea
- _____ Vomiting (estimated ___ times per day)
- _____ Student has had surgery (___ times)
- _____ Student has an ostomy or other surgical revision of the digestive track
- _____ Student takes medication during the day

List medications and dosages here:

_______________________________________________________
_______________________________________________________
_______________________________________________________
_______________________________________________________

- _____ Student has dietary restrictions

Explain here:

_______________________________________________________
_______________________________________________________
_______________________________________________________
________________________________________________

- _____ Student receives treatments/office visits that require absences from campus/courses

Estimated Frequency: every ____ weeks
Expected duration of absence: ___ days per treatment

Student requires university personnel assistance with:

- _____ medication
- _____ dietary needs
- _____ ostomy or other pouch emptying and cleaning
- _____ Other (specify):

_______________________________________________________
Side effects of student’s particular medications may cause/impact:
   ___ Headaches
   ___ Difficulty focusing, concentrating, sustaining attention
   ____Hand/Limb tingling or tremors
   ___ Other (specify):

Potential Accommodations (select as necessary/relevant)

1. The student will be permitted free access to leave courses for use of the restroom, without asking permission, and without penalty.

2. If a student bathroom is not immediately available, the student is permitted to have access to a more private bathroom if available, such as staff bathroom. This will help to reduce anticipatory anxiety during times of active flare-ups related to the socially embarrassing nature of some of the IBD symptoms. If school bathrooms are locked for security reasons, the student will have access to a key to other bathrooms closer to the student’s room or lecture hall.

3. University Health Services provide the student with a place to lie down if necessary during the day.

4. The student will be permitted to carry and drink water, eat snacks (to treat dry mouth or respond to side effects of medications) during a course.

5. The student will be permitted to administer his/her own medications on campus.
   a. If for medical reasons the student is not permitted to administer his/her own medications, the medications will be left with a UHS nurse, who will administer them to the student at times consistent with prescribing instructions.
   b. If UHS staff requires training in administration of the student’s medication, the Plan Coordinator shall ensure that UHS staff receives such training within ten business days of the date of this Plan.

6. Student will be allowed “stop the clock testing.” “Stop the clock testing” means that, when the student is sitting for a timed exam, if he/she needs a bathroom break or a break due to pain, the time for completing the test will be extended by
the amount of time the student spends away from the testing room.
   a. This accommodation shall be provided without penalty.

7. If, because of his/her IBD symptoms or medical treatments, the student is unable to take an exam or submit a major project on a given day, the exam or major project deadline will be rescheduled. Cumulative term grades will not be determined until the student has had opportunity to take the make-up exam or complete the major project. This accommodation shall be provided without penalty and apply to course exams, term papers and projects when reasonably agreed upon.

8. Consideration should be given to the number of major exams for which the student is required to sit on the same day.

9. It would be the student’s responsibility to advise the Plan Coordinator of all planned exams by the professors. If an exam needs to be rescheduled, the Plan Coordinator will facilitate the student’s efforts with professors.
   a. Consideration should be given to the number of major projects due on the same day.
   b. It would be the student’s responsibility to advise the Plan Coordinator of all planned projects by the professors.
   c. If a major project needs to be rescheduled, the Plan Coordinator will facilitate the student’s efforts with professors.
   d. “Major projects” are defined as those that are assigned more than one week before they are due. If the student is unable to meet a deadline on any project due to anything unanticipated related to his/her IBD symptoms and treatment requirements, the project deadline will be rescheduled. This accommodation shall be provided without penalty.

10. The student will be given assistance to help him/her make up any course
   a. Time/lecture halls missed due to the student’s IBD, as set forth below.
   b. After a student notifies professors of symptom interference with course participation, the Plan Coordinator will help ensure that, if relevant, each professor make available an updated syllabus, lesson plans, new assignments, and copies of all visual aids, and written homework assignments within 48 hours of when they were requested by the student. This would also apply to instances where the student is present, but unable to take notes due to difficulty concentrating or writing, or when the student is out of the classroom to take care of medical or bathroom needs.

11. Any and all make-up work shall be designed to show the student’s competence in the subject area; quality rather than quantity of the make-up work shall be emphasized. A
professor shall have the right to waive, modify, substitute or amend assignments so as to facilitate the student’s ability to catch up on missed work. This accommodation shall be provided without penalty.

12. The student will not be penalized for tardiness or absences required for medical appointments and/or illness. If a professor decides that a portion of a term grade for all students is awarded based on attendance, the student will remain eligible for maximum credit of that portion of the grade if his/her only absences are due to medical appointments and/or treatment.

13. Often times, it is difficult to carry heavy books back and forth, or around to all courses for the length of the day. This may be relevant if disease activity impacts bone density, or the student’s weight or causes fatigue. Where available, the student will be permitted to use an elevator to get to classes held on various levels of the school in a timely fashion.

14. The student will not be discouraged from engaging fully in all campus activities, and will not be discouraged from taking medication on time, eating snacks when medical indicated, complying with all dietary restrictions, taking bathroom breaks, or any of the other accommodations set forth above. All of the provisions of this plan shall be provided without penalty to the student.

15. Seating will available to the student for easy access to the classroom door to facilitate bathroom breaks and reduce anticipatory anxiety. The student may alter location in professors-assigned classroom seating charts, as well, if a neighboring student has or appears to have a communicable illness.

16. The university shall notify the student of a known outbreak of chicken pox or other infectious disease as to which the student is at a greater risk due either to IBD or immuno-suppressant medication.

17. The student shall be permitted to carry a cellular telephone, and be allowed to use it in an emergency that precludes the student from reaching a school telephone to contact medical team members.

18. Any professor or other university personnel having questions about this Plan shall raise those questions with student first, and the Plan Coordinator, if necessary. If the Plan Coordinator believes that there are concerns that are not addressed in this Plan, the Plan Coordinator shall notify the student and schedule a meeting that shall include the student.

19. Academic accommodations necessitated by changes in cognitive functioning due to IBD symptoms/diagnosis must be addressed and considered separately on a case-by-case basis.
In case of a medical emergency, university personnel will notify the Plan Coordinator, who will call ______________ at the following telephone number(s):

Home: _________________
Work: _________________
Cell: _________________
Other: _________________

Signed:

________________________________________

Student Plan Coordinator

________________________________________

Dean of Students/representative UHS staff

Date____________________