ACCESS FOR STUDENTS WITH DISABILITIES

Student Disability Services provides equal access to qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act 2008. Disabilities covered by 504 and ADAAA include:

- learning disabilities, chronic health impairments and mental health conditions that substantially limit one or more major life activities.
  - Major life activities include: performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
  - Major bodily functions include: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Accommodations are granted on a case-by-case basis and decisions are guided by the interactive process, supportive documentation and best practices in student disability accommodation.

Guidelines for Documentation of Disabilities

1) Documentation should come from an appropriate evaluating and diagnosing professional, usually a psychologist, psychiatrist or other licensed health care provider.

2) To establish appropriate accommodations documentation should represent the student’s current level of functioning. Generally, documentation should be no more than three to five years old.

3) The documentation letter, written on official letterhead, should state the following:

- a clear, specific diagnosis or diagnoses,
- the tests or procedures used to determine the diagnosis, and when applicable, the raw scores of psychoeducational evaluation tests and subtests,
- a clear interpretation of test(s) performed,
- a description of the specific functional limitations (symptoms) the diagnosis presents for the student, with regard to functioning in an academic environment, studying and taking written and practical examinations,
- recommendations for accommodations that would minimize the functional limitations,
- the name, address, license number, and phone number of the professional providing the documentation.

If you have any questions, please contact:

**MAIN CAMPUS:**
Alex Margrave, D.C., Disability Services Coordinator
1000 Brady Street, Davenport, IA, 52803
Phone: 563-884-5257, Fax: 563-884-5244, alex.margrave@palmer.edu

**FLORIDA CAMPUS:**
Victor Hidalgo, M.S., Disability Services Coordinator
4777 City Center Pkwy, Port Orange, FL, 32129
Phone: 386-763-2780, Fax: 386-763-2723, victor.hidalgo@palmer.edu

**WEST CAMPUS:**
Michael Crump, M.Ed., Disability Services Coordinator
90 E. Tasman Drive, San Jose, CA 95134-1617
Phone: 408-944-6122, Fax: 408-944-6158, michael.crump@palmer.edu