

# Reasonable Accommodations/Academic Adjustments for Students and Applicants with Disabilities

Palmer College of Chiropractic (College) has recognized its legal obligation to make reasonable academic adjustments or accommodations designed to provide overall educational program accessibility and equal educational opportunity for qualified students with disabilities as defined by applicable law.

The College seeks to accommodate qualified students with disabilities on an individual basis. Individuals are provided reasonable and necessary academic adjustments and/or accommodations based upon specific information and assessment data documented by a qualified professional.

## SCOPE

This Reasonable Accommodations/Academic Adjustments for Students and Applicants with Disabilities policy (Policy) applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

## DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term **“College”** refers to Palmer College of Chiropractic, including operations on the Davenport Campus; West Campus; and Florida Campus.
- > The term **“disability”** is defined as: 1) a “physical or mental impairment” that “substantially limits” one or more of the “major life activities” of an individual; 2) a record of such impairment; or 3) the perception that one has such impairment.

## **ADMINISTRATIVE RULES**

### ***Nondiscrimination***

Employment, admissions and educational decisions are based on merit, qualifications, and competence. It is the intent of the College to provide equal opportunities for minorities, women, and disabled individuals. The College's employment practices include all aspects of hiring, promotion, assignment, discharge and other terms and conditions of employment. The College's admissions and educational practices include all aspects of admissions, orientation, student employment, housing, academic and student programs, discipline and other terms and conditions of enrollment.

### ***Requesting Academic Adjustments/Accommodations***

The College makes reasonable academic adjustments for qualified individuals with disabilities, as required by law. Any qualified applicant or student with a disability may request a reasonable academic adjustment in order to perform the academic and technical standards requisite to admissions and/or participation in the College's educational program and activities. Such requests may be made to any of the Disabilities Services Coordinators below:

#### **DAVENPORT, IA. CAMPUS**

- > A. Margrave, D.C.  
Senior Director of Student Academic Support  
Student Academic Support  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5257  
[margrave\\_a@palmer.edu](mailto:margrave_a@palmer.edu)

## **WEST CAMPUS, SAN JOSE, CALIF.**

- > Mannal Kamal  
Student Services  
Also serving as Disability Services Coordinator  
90 E. Tasman Drive  
San Jose, CA 95134  
(408) 944-6025  
[mannal.kamal@palmer.edu](mailto:mannal.kamal@palmer.edu)

## **FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > Victor Hidalgo  
Disability Services Coordinator  
Student Administrative Services  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2780  
[victor.hidalgo@palmer.edu](mailto:victor.hidalgo@palmer.edu)

### ***Admissions Process***

In the admissions process, the College does not discriminate on the basis of a disability. Any information concerning the applicant's disability provided during the admissions process shall be on a voluntary or optional basis and shall be kept in accordance with state and federal laws relating to confidentiality. No limitations will be placed on the number or proportion of persons with disabilities who may be admitted or enrolled.

### ***Post-Admission Voluntary Self-Identification***

After admission of an applicant, the College invites and encourages voluntary self-identification by students with disabilities.

### ***College Sponsored Programs and Activities***

Students with disabilities shall have the opportunity to participate in College-sponsored programs and activities if they qualify.

### ***Evaluation of Student Academic Achievement***

To the extent necessary to accommodate a student with a particular disability, and to the extent deemed reasonable and consistent with the academic program, course examinations and other procedures for evaluating students' academic achievement will be adapted and administered so as to minimize the functional limitations of the disability and accurately measure the student's achievement in the course.

### ***Resources***

The College shall identify resources for personal counseling, academic counseling, or career information services without discrimination on the basis of disability. In particular, qualified students with disabilities will not be counseled toward more restrictive career objectives than are other students with similar interests and abilities. This includes providing factual information about licensing and requirements which all students should become aware of in their pursuit of particular careers.

### ***Financial Planning***

In providing financial assistance to qualified students, the College may not provide less assistance, limit eligibility for assistance, or otherwise discriminate on the basis of disability.

### ***Physical Location of Programs***

The location of programs within the physical plant will provide equal access to mobility and/or visually impaired students to the extent reasonably possible. The College will strive to incorporate principles of barrier-free design in the renovation of existing buildings or facilities.

## **STANDARD INSTITUTIONAL POLICY PROVISIONS**

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

# Additional Information

## ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

### POLICIES

- > N/A

### PROCESSES AND/OR PROCEDURES

- > [Handbook for Students and Applicants with Disabilities](#)

### FORMS/INSTRUCTIONS

- > [Student Accommodation Intake/Request Form](#)
- > [Temporary Modification Request Form](#)

### OTHER RELATED INFORMATION

- > [Academic Support Services](#)

### CONTACTS

- > [Student Disability Support Services](#)
- > [Student Academic Support Centers](#)

### HISTORY

Last Revised: ..... March 14, 2016

Adopted: ..... N/A

Last Administrative Review: ..... November 4, 2009

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