

Guidelines for Documentation of Disabilities

Palmer College 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 (thinking, communicating, etc.).

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

Below are guidelines for documentation to assist in determining a student's eligibility for accommodations and the specific accommodations that would be most beneficial to the student.

- 1) Documentation should come from an appropriate evaluating and diagnosing professional, usually a psychologist, psychiatrist, or medical doctor.
- 2) To establish appropriate accommodations the documentation should represent the student's *current* level of functioning. Generally, documentation should be no more than three years old.
- 3) The documentation, 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 scores on the tests and subtests
 - a clear interpretation of the test(s)
 - a description of the specific functional limitations the diagnosis presents for the student, particularly regarding functioning in an academic environment, studying and taking written and practical exams
 - recommendations for accommodations that would minimize the functional limitations
 - the name, address, and phone number of the professional providing the documentation

Contact Student Disability Services at:

Davenport, Iowa Campus:

Dr. Kevin Cunningham (interim coordinator), Phone: (563) 884-5898, Fax: (563) 884-5244,
CUNNINGHAM_K@palmer.edu

Port Orange, Florida Campus:

Mr. Victor Hidalgo, Phone: 386-763-2780, Fax: (386) 763-2635, victor.hidalgo@palmer.edu

San Jose, California Campus:

Mr. Michael Crump, Phone: (408) 944-6122, Fax: (408) 944-6032, michael.crump@palmer.edu