

Office of Academic & Accessibility Resources Guidelines & Procedures

Any student enrolled in PBA classes with a documented impairment substantially limiting a major life activity and impacting the educational environment is eligible for disability services. *Documentation supporting the impairment must be obtained at the student's own cost and effort.* The Office of Academic & Accessibility Resources reserves the right to deny services and/or accommodations until such time as the appropriate documentation has been provided. Determined on a case-by-case basis, reasonable services/accommodations are based on the nature, diagnosis, and severity of the disability, the course/program of study requirements, and the consultation with the student, the Accessibility Resources team member, and academic faculty (as needed).

Please note the process of being approved for accommodations can take up to 2 weeks. Ideally, this is accomplished before classes begin, but it may occur at any time during the semester. Once approved, accommodations are not retroactive. Submitting your documentation in a timely manner is strongly suggested for accommodation requests to be reviewed and approvals to be completed as quickly as possible.

Accommodations are approved on a case-by-case basis. Depending on the disability and the accommodations being requested, specific documentation is needed. Accommodations are also determined based on the type of documentation.

Documentation Format

(SHARE THE INFORMATION BELOW WITH YOUR DOCUMENTATION PROVIDER)

- All documentation must be **TYPED (NOT handwritten)** on letterhead and signed by an appropriate medical or mental health professional with their license number.
- Diagnoses written on a prescription pad or half-size letterhead are **NOT** accepted.
- Passcode-protected documents are not accepted and will not delay the review and determination process.
- Full disclosure is encouraged, and redacted documentation/evaluations are **NOT** accepted.

***Special note:* Although IEPs, 504 Plans, and Social Security Disability papers provide valuable information, they are not usually considered sufficient to establish eligibility for services. IEPs are not used in the college environment.**

Types of Documentation

- Documentation must be provided to support a student who has a disability that substantially limits one or more major life activities and impacts their ability to meet the demands of attending PBA. The documentation must be current and comprehensive and state how the student's disability is currently affecting them.

Some examples of **acceptable documentation** are:

- Psychological and psychoeducational evaluations
- Neurological evaluations
- Speech/Language evaluations

- Audiograms, audiology reports
- Vision/Ophthalmologist evaluations
- Gastroenterologist/Autoimmune evaluations
- Comprehensive Letters from Medical or Mental Health professionals working with the student.
- Medical records

- **What should be included in your documentation:**
 - Diagnosis
 - Nature of disability
 - Severity
 - Functional limitations - ***Functional limitations** refer to how the impairment significantly restricts or prevents the individual from performing a major life activity (i.e., walking, breathing, talking, seeing, hearing, learning, thinking, etc.)*
 - Prognosis
 - Prescribed Medications (if applicable)

STEPS TO FOLLOW TO REQUEST ACCOMMODATIONS

The first step in receiving reasonable accommodations, including academic and non-academic accommodations, is to register with Accessibility Resources. Undergraduate or Graduate students with known or potential disabilities and/or temporary medical conditions who are new to Palm Beach Atlantic University or have not previously registered with Accessibility Resources should complete the following steps to begin the process for receiving reasonable accommodations.

Accessibility Resources uses software called Accommodate to communicate with students, schedule meetings, and manage all Access Plans. To begin the process, new students must create an account within Accommodate.

Create your Accommodate account at [HERE](https://pba-accommodate.symplicity.com/). <https://pba-accommodate.symplicity.com/>

You will be prompted to provide your PBA ID and Password.

- Click “STUDENT”
- Click “ACCOMMODATION”
- Click “APPLICATION FOR ACCESSIBILITY RESOURCES”
- Complete the Registration Form

After submitting your registration form, you will receive an email from Accessibility Resources confirming receipt of your application and describing next steps in the process, including how to submit any supplemental or required documentation and forms and methods for scheduling an intake meeting with your assigned Accessibility Resources Team Member.

Documentation FAQ’s

- **When must this documentation be provided?** Documentation should be provided to the OAAR via Mediat.
- **Where is the documentation kept?** Documentation is kept in a separate confidential e-file in Mediat and is not part of the student’s academic record (unless deemed appropriate under certain circumstances to comply with the Family Education Rights and Privacy Act – FERPA).



- **Why does PBA need documentation of the disability?** OAAR needs sufficient information to determine eligibility for appropriate and reasonable accommodations for each student. Funding sources and regulatory agencies require that documentation is on file.

If you have questions, don't hesitate to get in touch with OAAR:

Lower Level, Lassiter Rotunda, Warren Library, Office R000

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