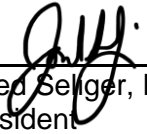


**ALLEN COLLEGE — UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 7/01, 4/05, 5/10, 2/12, 2/14,  
10/14, 4/15, 9/18, 10/19, 11/21,  
10/22

No: 2-D-800-04  
Last Reviewed Date: April 2025  
Required Review Date: October 2026  
Administrative Unit: Enrollment Management  
Approved:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Academic Accommodations for Students with Disabilities

**PURPOSE:** To establish guidelines for Allen College students requesting examination and educational accommodations, which includes testing.

**EFFECTIVE FOR:** All students

**POLICY:**

It is the policy of Allen College to provide appropriate educational and/or examination accommodations for students with disabilities. Allen College will do so by designing and approving procedures that ensure such accommodations are psychometrically sound and safeguard the fairness and security of all testing for all students.

Federal law requires that the College provide reasonable accommodations for otherwise qualified students with disabilities. The term “disability” means that an individual has a mental or physical impairment which substantially limits one or more major life activities. Reasonable academic accommodations may include, but are not limited to, adjusting class schedules, providing assistive devices or equipment, providing readers or interpreters, giving additional time to complete a task, and modifying examinations or other assignments.

**PROCEDURE:**

1. **Self-Identification:** Unlike secondary education, at the collegiate level a student is required to self-identify and request accommodations before the College is required to consider accommodations. Prior to any consideration of accommodations, a student must obtain a copy of the Academic Accommodations for Students with Disabilities located in the Policy Library on the Allen College website. The student obtains a completed form from his/her provider and submits to the Dean of Enrollment Management for verification.
2. **Accommodation Requests:** Accommodation requests will be accepted and considered at any time. However, to ensure timely implementation of granted accommodations, the College encourages students to make requests at least two weeks prior to the start of a class/term in which accommodations will be needed. Please note that granted accommodations are not effective retroactively so that students will not be able to re-do assignments or re-take exams with accommodations that were originally completed prior to accommodations being asked for and received.

3. **Interactive Process:** Reasonable accommodations are granted on a case-by-case basis pursuant to an interactive process between the College and student. However, the College will not grant a requested accommodation when documentation requirements have not been met and/or the College considers the request to be unreasonable and/or to cause an undue hardship. Students who do not have a documented history of accommodations will have the opportunity to meet with an EAP counselor. The College will not fundamentally alter its programs to accommodate a student. However, the College may offer alternative accommodations when it has denied a particular accommodation request.
4. **Documentation:** The student will need to provide documentation that supports the accommodation request. While the extent of documentation required and its currency may vary depending on the claimed disability and types of accommodations requested, the following documentation guidelines should be considered:
  - a) Must be from a qualified diagnosing professional, which may include a psychologist, psychiatrist, physician, physician's assistant, or nurse practitioner.
  - b) Student's name must be included
  - c) Clinical diagnosis of disability by title and code number and date
  - d) History of the disability
  - e) Past accommodations received, including those pursuant to an IEP or Section 504 plan, and description of impact on present function
  - f) Name and date of specific standardized and professionally recognized tests/assessments (e.g., Woodcock-Johnson, Wechsler Adult intelligence scale)
  - g) Score resulting from testing
  - h) Interpretations of scores and evaluations
  - i) Recommendations for accommodations with a stated rationale addressing why the accommodations are necessary and appropriate for the diagnosed disability
  - j) Signature, credentials and title of diagnostician or qualified individual who has interpreted the diagnostic test results. (Please include telephone number.)
5. **Additional Documentation:** The College may request additional documentation even when some supporting documentation has already been provided, and the College expressly reserves the right to deny accommodations until all the necessary documentation is received.
6. **Approval:** If the documentation is deemed complete and the accommodations are granted, the approved Educational Accommodation form will be signed by ADA Coordinator, placed in the student's academic file, and a copy will be provided to the student.
7. **Notifying Faculty:** After documentation is completed and approved the student is responsible for notifying all faculty each semester about approved educational accommodations. It is the student's obligation to contact each faculty member individually and to allow each faculty member to review the approved Educational Accommodation form. The student and the faculty member will then work together to ensure accommodations are implemented. In addition, students who are approved for

additional time for exams should notify the assistant dean or program director so third-party testing software can be updated to allow for the additional time. A student who feels that accommodations are not being appropriately provided by a faculty member should discuss concerns with the faculty member and, if necessary, contact the ADA Coordinator.

8. **Modifications:** Students can request modifications to their already-granted accommodations at any time after speaking with the ADA coordinator. Additional documentation may be required to support the requested modification.
9. **Grievance:** A student who disagrees with the ADA Coordinator's eligibility determination, believes that granted accommodations are not being properly implemented even after discussions with the faculty member and the ADA Coordinator, or has any other disability-related issues may file a grievance regarding these concerns. (See SOP #2-F-100-02 Fair Treatment Policy for Students.)
10. **Other Matters:**
  - a) The College reserves the right to require video monitoring and recording of students who require testing accommodations.
  - b) Students requesting special accommodations for certification/licensure exams should contact the appropriate certifying or licensing body prior to applying for the exam.
  - c) For other accommodation concerns or inquiries, such as access to facilities or accommodations needed to participate in a student activity, please contact the ADA Coordinator.

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# Allen College

## Approved Educational Accommodations

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Student: \_\_\_\_\_

Date effective: \_\_\_\_\_

Approved Accommodations:

- \_\_\_\_\_ Extended time on exams (150% time will be given unless otherwise  
specified) \* \_\_\_\_\_
- \_\_\_\_\_ A location outside of the classroom
- \_\_\_\_\_ Quiet location
- \_\_\_\_\_ Reader
- \_\_\_\_\_ Interpreter
- \_\_\_\_\_ Format (electronic/written)
- \_\_\_\_\_ Auxiliary aids and equipment
- \_\_\_\_\_ Other (please list specific accommodations)

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\_\_\_\_\_  
Joanna Ramsden-Meier/Shanna Pikora  
ADA Coordinator

\_\_\_\_\_  
Date Approved

\*Student should notify the appropriate assistant dean or program director so third-party testing software can be updated to allow for the additional time.

Students with accommodations must share this document with any faculty member where accommodations are needed. Please allow up to two weeks for the accommodations process.

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# Allen College Provider Form

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Student Name: \_\_\_\_\_

Clinical diagnosis of disability by code number: \_\_\_\_\_

Please describe the substantial limitation to one or more major life activity(ies) that requires accommodations. Include the history of the disability(ies):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach any past accommodations (e.g., IEP, 504, other college accommodations and specific standardized and professionally recognized tests/assessments (e.g., Woodcock-Johnson, Wechsler Adult intelligence scale). Identify the attachments that are submitted with this form:

\_\_\_\_\_  
\_\_\_\_\_

Recommendations for accommodations with a stated rationale addressing why the accommodations are necessary and appropriate for the diagnosed disability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Provider Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

**\*This form may be returned to Joanna Ramsden-Meier at:**

- [Joanna.RamsdenMeier@AllenCollege.edu](mailto:Joanna.RamsdenMeier@AllenCollege.edu),
- faxed to (319) 226-2051, or
- mailed to Allen College, Attn: Joanna Ramsden-Meier, 1825 Logan Ave., Waterloo, IA 50703

## **GUIDELINES FOR STUDENTS REQUESTING EDUCATIONAL ACCOMMODATIONS (INCLUDING TESTING)**

Educational accommodations including testing for students with disabilities are provided within the Current Americans with Disabilities Guidelines for Education.

It is the intent of Allen College to follow the provisions set forth by the US Federal Government and the certifying boards of the programs offered.

The student is responsible for:

1. Obtaining and submitting a clinical diagnosis of disability by title and code from an appropriate medical professional (i.e.-psychologist, psychiatrist, physician, nurse practitioner), including:
  - history of the disability, any past accommodations
  - results/interpretation of results of professionally recognized diagnostic testing
  - recommendations for educational and testing accommodations appropriate for the diagnosed disability
2. Obtaining accommodation policies from certifying board of individual's program.