



AMERICANS WITH DISABILITIES ACT SUPPORT SERVICES MANUAL

2025 - 2026

MISSION STATEMENT

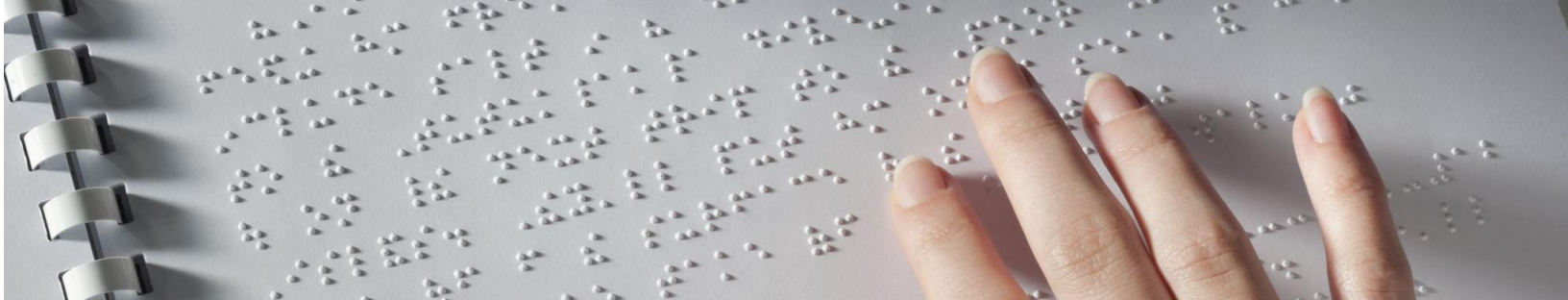
The mission of HCI College is to provide education and training to students for a career in a variety of areas within the healthcare and technical fields, and to prepare them for employment in their chosen field that serves the community.

To access the HCI College Student Catalog, you may scan the QR code below with your phone.



You can also access the Catalog via our website:

www.hci.edu/admissions/catalog_addenda



CONTENTS

ACADEMIC ADJUSTMENT/ACCOMMODATION POLICIES 4

 Equal Access to Education 4

 Who is Considered Disabled under the Law? 4

 Reasonable Accommodation 4

 HCI College Commitment and Support..... 5

 Students with Disabilities Complaint Policy: 6

 Communication 6

 Sources and Forms of Documentation* 6

 Accommodations Review Committee (ARC) 7

 Confidentiality and Information Release 8

ACADEMIC ADJUSTMENT/ACCOMMODATION PROCEDURES..... 9

 Resubmission Procedure: 9

 Grievance Procedure: 10

CRITERIA FOR DISABILITY DOCUMENTATION 11

 Health Condition, Mobility, Hearing, Speech, or Visual Impairment 11

 Psychological Disorder 11

 Traumatic Brain Injury (TBI)..... 12

 Learning Disabilities (LD) 12

 Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD) 13

ACCOMMODATIONS REVIEW COMMITTEE EVALUATION PROCESS 14

 Resubmission Procedure: 14

 Grievance Procedure: 14

DISABILITY REGISTRATION AGREEMENT 15

CONFIDENTIALITY STATEMENT 17

REQUEST FOR ADJUSTMENTS/ACCOMMODATIONS..... 18

APPROVED COURSE ADJUSTMENTS/ACCOMMODATIONS 19

ACADEMIC ADJUSTMENT/ACCOMMODATION POLICIES

EQUAL ACCESS TO EDUCATION

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 state that qualified students with disabilities who meet the technical and academic standards at HCI College may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity. To this end, HCI College is committed to providing equal access to education by removing unnecessary barriers to enhance each student's ability to demonstrate his or her academic abilities. Section 504 and the Americans with Disabilities Act of 1990 (ADA) reinforced the provisions of the Rehabilitation Act and extended coverage to the private sector with the extension of access into all aspects of campus life, including communications and other privileges and advantages by requiring that all public facilities, services and communications be accessible to persons with disabilities and that auxiliary aids and services be provided unless such provisions place an undue hardship upon an institution.

WHO IS CONSIDERED DISABLED UNDER THE LAW?

According to the Americans with Disabilities Act (ADA) of 1990, and Section 504, a disability is a physical or mental impairment that substantially limits one or more major life activities (e.g., walking, sitting, breathing, learning, working, sleeping, etc.). This law also requires an individualized assessment of each case to determine whether or not a disability exists. The College is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation and request adjustments/accommodations and services. The College has the right to establish professional criteria to be used in reviewing the documentation.

REASONABLE ACCOMMODATION

"Reasonable accommodation" is the term used by Section 504 for modifications made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a student might encounter due to his or her disability. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable adjustments/accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Nevertheless, an academic institution is not required to fundamentally alter the nature of its academic program in order to accommodate students.

HCI College is committed to providing access to all of its programs, activities and services and will either remove physical barriers or enhance access in other ways to enable qualified students with disabilities to participate in such endeavors.

HCI COLLEGE COMMITMENT AND SUPPORT

Commitment

HCI College is committed to providing equality of opportunity to students with disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine students' needs and attempt to see that those needs are met.

A student who self-identifies as a person with a disability requiring auxiliary aids/academic adjustments to any staff or faculty member at any time should be referred to the College's Section 504 and the ADA Coordinator for assistance.

Adherence to this policy will ensure that these students obtain the appropriate information and if desired by the student, initiate the formal process for receipt of auxiliary aids and academic adjustments. The auxiliary aids and academic adjustments are provided at no cost to students with disabilities.

Support

HCI College complies with Section 504 requiring that no qualified person with a disability will be excluded by reason of the disability from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under Section 504 and the Americans with Disabilities Act may disclose special needs at time of enrollment or any time during their enrollment in HCI College.

For physically challenged students, HCI College campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is HCI College's Section 504 Coordinator:

Celeste Blackwell

Chief Academic Officer (CAO)/Senior Vice President of Academic Affairs (SVPAA)

HCI College

1764 N. Congress Ave Suite 200

West Palm Beach, Florida 33409

Direct: (561) 570-8040

celestebblackwell@hci.edu

STUDENTS WITH DISABILITIES COMPLAINT POLICY:

A student who feels they he/she has not been treated fairly under HCI College's stated federal policies has the right to file a written complaint. A complaint should be submitted to the President of the campus. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.
- Within 10 business days after acknowledging receipt of the disability complaint, the President of the campus will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with HCI College in the event that students believe the College has not followed its policies. The grievance procedures are described in the HCI College Student Catalog.

COMMUNICATION

HCI College expects students with disabilities to take an active role in communicating their needs, as they can best describe their strengths and weaknesses. It is important that students inform the College of their situation at time of enrollment or as soon as possible to allow sufficient time to make necessary arrangements. Please note that in order to be eligible for requesting adjustments/ accommodations, the applicant must have successfully completed all parts of the enrollment process and paid the associated enrollment fees. However, if the applicant raises questions regarding the adjustment/accommodation paperwork/process prior to completing the enrollment process and payment of the enrollment fees, the applicant will be directed to speak with the Dean of Academic Affairs. Reviewing documentation and arranging for appropriate adjustments/ accommodations takes time, and a delay in following through can result in a delay in receipt of adjustments/accommodations.

SOURCES AND FORMS OF DOCUMENTATION*

Documentation is critical in determining suitable adjustments/ accommodations. It is an individual student's responsibility to identify her- or himself as a person with a disability and to provide the College with diagnostic documentation of the disability from an appropriately licensed professional. The documentation should demonstrate how the disability limits the student's ability to participate in an academic setting, must clearly outline the accommodation or academic adjustment requested, must be included as part of the application, and must be submitted to the Dean of Academic Affairs for verification. This documentation is provided to the Accommodations Review Committee before an adjustment/accommodation is provided. For the detailed outline of specific documentation required by HCI College, please see the [Criteria for Disability Documentation](#) section of this manual.

Acceptable sources of documentation for substantiating a student's disability and request for particular accommodations:

Student's Self-Report

The student is a vital source of information regarding how he or she may be "limited by impairment." A student's narrative of his or her experience of disability, barriers, and effective and ineffective accommodations is an important tool which may be sufficient for establishing disability and a need for accommodation via the [Request for Adjustments/Accommodations](#).

AND

Information from External or Third Parties

Diagnostic documentation of disability from an appropriately licensed professional. The documentation should demonstrate how the disability limits the student's ability to participate in an academic setting, must clearly outline the accommodation or academic adjustment requested, and must be submitted to the Dean of Academic Affairs for verification.

Note: HCI College's process and criteria for determining accommodations may not be the same as practiced by other institutions or entities.

ACCOMMODATIONS REVIEW COMMITTEE (ARC)

The ARC includes the Dean of Academic Affairs, Campus President/Director, and CAO/SVPAA. Committee members are appointed by the CAO/SVPAA. The ARC will have access to all of the documentation pertaining to the student's request for adjustments/accommodations. HCI College's Accommodations Review Committee will engage in an interactive process with the student regarding what accommodations/academic adjustments are needed. The student will be contacted prior to the ARC determination to ensure that the student is involved in the process that determines what services, if any, the student is to receive.

The student will receive written notification of the decision reached by the ARC within 5 business days of receipt of the student's signed and dated forms requesting accommodation or adjustment. The student will receive the approved accommodation or adjustment within 5 business days* of the ARC's decision. This established procedure is to ensure proper and timely disbursement of auxiliary aids and/or academic adjustments to students with disabilities.

Note: Students are provided the approved accommodation or adjustment following the ARC meeting, unless specialized accommodation/adjustment/equipment needs to be ordered and received by the student or College, not to exceed 30 business days. In the interim the College will provide alternative reasonable supplemental or substitute accommodations where possible to the student pending receipt of the specialized accommodations or equipment. Every effort will be made to provide the approved accommodation or adjustment as expeditiously as possible.

CONFIDENTIALITY AND INFORMATION RELEASE

HCI College is committed to ensuring that all disability information regarding a student is maintained as confidential as required or permitted by law. In most instances, the College will not inform Faculty members as to the nature of a student's disability unless it is necessary for providing appropriate adjustments/ accommodations or in order to protect the health and safety of the student and/or others. Faculty is informed of necessary or appropriate adjustments/ accommodations needed to meet a student's disability-related needs. A student may give written authorization for the release of diagnostic documentation if he or she wishes to share it with others.

In addition to the usual adjustments/accommodations provided by faculty, the College reserves the right to release supplementary information should there be a need to know.

Some common need-to-know scenarios include, but are not limited to:

- A request for a course substitution
- The safety of the student and/or others
- Grievance cases
- Special financial aid consideration

ACADEMIC ADJUSTMENT/ACCOMMODATION PROCEDURES

A student desiring an academic adjustment/accommodation must submit current documentation as required by the Criteria for Disability Documentation to the Dean of Academic Affairs. The documentation should state, as determined by an appropriate licensed professional, what reasonable adjustments/accommodations are needed by the student. Academic adjustments/accommodations may be requested by following the review/verification process described below.

In addition to the required disability documentation, the following forms can be completed at any time during a student's enrollment in HCI College:

- a. Disability Registration Agreement
- b. Confidentiality Statement
- c. Request for Adjustments/Accommodations

ALL FORMS MUST BE SIGNED AND SUBMITTED TO THE DEAN OF ACADEMIC AFFAIRS.

Once the appropriate forms and disability documentation have been received by the Dean of Academic Affairs and procedurally verified, the student's written request for adjustments/accommodations is forwarded to the Accommodations Review Committee (ARC) for approval. The Registrar will retain a copy of all relevant documentation in the student's file.

HCI College's Accommodations Review Committee will engage in an interactive process with the student regarding what accommodations/academic adjustments are needed. The student will be contacted prior to the ARC determination to ensure that the student is involved in the process that determines what services, if any, the student is to receive.

The student will receive written notification of the decision reached by the ARC within 5 business days of receipt of the student's signed and dated forms requesting accommodation or adjustment. If approved, it is required that the student meet with the ARC Committee and Dean of Academic Affairs to review, verify, and document ARC findings and the academic adjustments/accommodations. The student will receive the approved accommodation or adjustment within 5 business days¹ of the ARC's meeting. This established procedure is to ensure proper and timely disbursement of auxiliary aids and/or academic adjustments to students with disabilities.

RESUBMISSION PROCEDURE:

Students who are denied adjustments/accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation.

¹ Students are provided the approved accommodation or adjustment following the ARC meeting, unless specialized accommodation/adjustment/equipment needs to be ordered and received by the student or College, not to exceed 30 business days. In the interim the College will provide alternative reasonable supplemental or substitute accommodations where possible to the student pending receipt of the specialized accommodations or equipment. Every effort will be made to provide the approved accommodation or adjustment as expeditiously as possible.

GRIEVANCE PROCEDURE:

Students who have been deemed ineligible for adjustments/accommodations have the right to file a grievance with HCI College. The grievance procedures are described in the HCI College Student Catalog.

When adjustments/accommodations have been approved by the ARC, the Dean of Academic Affairs has the responsibility to initiate a meeting with each Instructor of Record and the student to ensure adjustments/accommodations are provided. Such adjustments/ accommodations will be documented on the Approved Course Adjustments/Accommodations form. This meeting will occur prior to the beginning of each term and a new approval form will be completed with the forthcoming Instructor of record.

If a student encounters difficulties with an Instructor or other College personnel regarding adjustments/accommodations, the student should bring the difficulties to the attention of the Dean of Academic Affairs. If the Dean of Academic Affairs is unable to resolve said difficulties, the CAO/SVPAA will be brought into the discussion to assist with a resolution.

CRITERIA FOR DISABILITY DOCUMENTATION

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 provide - that qualified students with disabilities who meet the technical and academic standards may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity. The program for students with disabilities at HCI College does not provide disability documentation for students. It is a student's responsibility to provide appropriate documentation to this office and to request adjustments/accommodations.

Appropriate documentation is defined as that which meets the following criteria:

HEALTH CONDITION, MOBILITY, HEARING, SPEECH, OR VISUAL IMPAIRMENT

An evaluation report from a licensed treating medical doctor, orthopedic specialist, audiologist, speech pathologist, ophthalmologist, or other licensed professional as appropriate.

Must include:

1. Clearly stated diagnosis, ruling out alternative explanations and diagnoses;
2. Defined levels of functioning and any limitations on the student's academic performance caused by the disability;
3. Current treatment and medication; and
4. Current official letter (on letterhead from professional; signed and dated) stating specific recommendations.

The evaluation report must be within 1 year of request date, dated and signed, unless the disability/impairment is permanent and unchanging (in a wheelchair, blind, deaf, etc.), the evaluation report used to document the disability does not need to be within 1 year of the request date.

PSYCHOLOGICAL DISORDER

An evaluation report from a licensed mental health professional (psychiatrist, clinical psychologist, neuropsychologist, licensed professional counselor, or licensed clinical social worker).

Must include:

1. Clearly stated diagnosis (DSM-V-TR criteria), ruling out alternative explanations and diagnoses;
2. Defined levels of functioning and any limitations on the student's academic performance caused by the disability;
3. Supporting documentation (i.e., test data, history, observations, etc.);
4. Current treatment and medication; and
5. Current official letter (on letterhead from professional; signed and dated) stating specific recommendations.

The evaluation report must be within 1 year of the request date, dated and signed.

TRAUMATIC BRAIN INJURY (TBI)

An evaluation report by a licensed rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other licensed specialists as appropriate).

Must include:

1. Assessment of cognitive abilities, including processing speed and memory;
2. Analysis of educational achievement skills and limitations on the student's academic performance caused by the disability;
3. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
4. Current treatment and medication; and
5. Current official letter (on letterhead from professional; signed and dated) stating specific recommendations.

The evaluation report must be within 1 year of the request date, dated and signed.

LEARNING DISABILITIES (LD)

An evaluation report from a licensed clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician.

Must include:

1. Clear statement of presenting problem; diagnostic interview;
2. Educational history documenting the impact of the learning disability;
3. Alternative explanations and diagnoses ruled out;
4. Relevant test data with standard scores provided to support conclusions, such as:
 - a. WAIS-R or WAIS III,
 - b. Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language (and Spelling), Reading Comprehension, and Math (Calculation and Reasoning), and
 - c. Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
5. Clearly stated diagnosis of a learning disability based upon DSM-V-TR criteria and supported by more than one subtest score;
6. Defined levels of functioning and any limitations on the student's academic performance caused by the disability, supported by evaluation data; and
7. Current official letter (on letterhead from professional; signed and dated) stating specific recommendations.

The evaluation report must be within 3 years of the request date, dated and signed.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.

ATTENTION DEFICIT DISORDER (ADD) OR ATTENTION DEFICIT HYPERACTIVITY DISORDER (ADHD)

An evaluation report from a licensed psychiatrist, clinical psychologist, school psychologist, neurologist, or neuropsychologist.

Must include:

1. Clear statement of presenting problem; diagnostic interview;
2. Evidence of early and current impairment in at least two different environments;
3. Alternative explanations and diagnoses ruled out;
4. Relevant test data with standard scores provided to support conclusions, such as:
 - a. WAIS-R or WAIS III,
 - b. Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language (and Spelling), Reading Comprehension, and Math (Calculation and Reasoning), and
 - c. Behavioral Assessment Instruments for ADD/ADHD normed on adults;
5. Clearly stated diagnosis of ADD or ADHD based upon DSM-V-TR criteria and supported by more than one score;
6. Defined levels of functioning and any limitations on the student's academic performance caused by the disability, supported by evaluation data; and
7. Current official letter (on letterhead from professional; signed and dated) stating specific recommendations.

The evaluation report must be within 3 years of the request date, dated and signed.

Note: High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD/ADHD. Medication cannot be used to imply a diagnosis.

ACCOMMODATIONS REVIEW COMMITTEE EVALUATION PROCESS

1. The Accommodations Review Committee (ARC) is comprised of the HCI College The ARC includes the Dean of Academic Affairs, Campus President/Director, and CAO/SVPAA.
2. The committee convenes as needed to consider student requests for adjustments/accommodations arising from disabilities documented by licensed professionals pursuant to Criteria for Disability Documentation in this manual.
3. The committee reserves the right to accept documentation which varies from this criteria but is professionally sound and of high quality, or conversely, may reject documentation viewed as inadequate to support the requested adjustment/accommodation.
4. Within 5 business days of receiving the Request for Adjustments/ Accommodations, the ARC will convene to review the documentation, engage in an interactive process with the student regarding what accommodations/academic adjustments are needed, reach a decision, and notify the student in writing of their status (eligible, ineligible, deferred). The student will receive the approved accommodation or adjustment within 5 business days² of the ARC's meeting. This established procedure is to ensure proper and timely disbursement of auxiliary aids and/or academic adjustments to students with disabilities.
5. If a student is ineligible or deferred, the letter will explain what is missing within 10 business days of receiving the Request for Adjustments/Accommodations. If a student is determined eligible, it is a student's responsibility to make an appointment with the Dean of Academic Affairs to discuss the approved reasonable adjustments/accommodations. Adjustments/Accommodations will not be initiated prior to this meeting.

IN ORDER FOR THE ARC TO CONSIDER A REQUEST FOR ADJUSTMENTS/ACCOMMODATIONS, ALL APPLICANTS (PROSPECTIVE STUDENTS) MUST HAVE SUCCESSFULLY COMPLETED ALL PARTS OF THE REQUIRED DOCUMENTATION.

Students with obvious and severe physical disabilities will be served prior to receipt of proper documentation.

RESUBMISSION PROCEDURE:

Students who are denied adjustments/accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation.

GRIEVANCE PROCEDURE:

Students who have been deemed ineligible for adjustments/accommodations have the right to file a grievance with HCI College. The grievance procedures are described in the HCI College Student Catalog.

² Students are provided the approved accommodation or adjustment following the ARC meeting, unless specialized accommodation/adjustment/equipment needs to be ordered and received by the student or College, not to exceed 30 business days. Every effort will be made to provide the approved accommodation or adjustment as expeditiously as possible.



DISABILITY REGISTRATION AGREEMENT

Student Name: _____

Date: _____

Student ID: _____

Please read and initial the following statements:

INITIAL

- A. I understand that I am registering for services from HCI College and that I may be eligible for services such as information, referral, reasonable adjustments/accommodations and/or other individualized services that may be needed for access to courses, programs or facilities. If HCI College is unable to provide the necessary services, I will be referred to other appropriate community agencies.

HCI College Adjustment/Accommodations Disclaimer

INITIAL

I am aware that:

- The type of adjustments/accommodations provided to students with disabilities will vary depending on the nature of the disability and the course content
- It is not unusual for there to be an initial trial and error period of finding the best way to accommodate the student.
- The College is committed to assisting students and faculty in finding reasonable alternative accommodations that are effective.
- The overall goal is to promote student independence and success within the context of a competitive academic environment.
- The student is asked to be a responsible and active participant in this process by advising the Chief Academic Officer/Senior Vice President of Academic Affairs if he/she encounters any problems.
- The granting of accommodations by the College Accommodations Review Committee in no way guarantees that accommodations or equipment will be granted by outside entities (such as non-contracted testing boards, employers, other learning institutions).
- Reasonable accommodation/adjustment will be made with outside entities contracted by HCI College (such as contracted testing sites, rotation sites, and work study sites).

INITIAL

- B. I understand that the College needs disability information to provide services and to conduct reporting and research functions. This data is classified by disability.

INITIAL

- C. I understand that as a student, I am responsible for reviewing the rights and responsibilities pertaining to disability access.

- INITIAL**
- D. I understand that I will not be eligible for services if I do not provide documentation of a diagnosed disability, do not have a diagnosed disability or do not follow HCI College policies and procedures.
- INITIAL**
- E. I understand that if I request HCI College to facilitate adjustments/ accommodations on my behalf, the College may need to consult with other College personnel. I give my permission to have disability related information shared with appropriate College personnel (i.e., Office of Student Financial Aid, Academic Affairs, and/or appropriate faculty) to facilitate such requests.
- INITIAL**
- F. I understand that I must meet with the Dean and the Instructor of record prior to each term to ensure that adjustments/accommodations are provided.
- INITIAL**
- G. My disability may be disclosed as:
-

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE DISABILITY REGISTRATION AGREEMENT.

Student Name

Student Signature

Date

Campus President

Campus President Signature

Date



CONFIDENTIALITY STATEMENT

The Dean of Academic Affairs is responsible for receiving and maintaining the disability-related documentation and information for students with disabilities at HCI College. The documentation and information may include test data; psychological, psychoeducational and/or neuropsychological evaluations; grades; transcripts; biographical history; case notes; and any other disability-related information necessary to document and provide adjustments/accommodations to students with disabilities.

Students with disabilities have a right to review their file. A student who wishes to review his or her file must schedule an appointment with the Dean of Academic Affairs. Students may request and receive copies of case notes, Course Adjustment/Accommodation Forms, and other documentation from the Dean of Academic Affairs. However, students will not be provided copies of disability-related documentation from their files. Disability-related documentation is defined as any documentation given to the Dean of Academic Affairs to substantiate the student's disability status and need for adjustments/accommodations (e.g., psychological, psychoeducational, neuropsychological or medical evaluations; letters or other information from physicians; or medical records). The Registrar will retain a copy of all information within a student's file.

Disability-related documentation (as defined above) is treated confidentially and will not be released to anyone not involved in the adjustment/accommodation and service-delivery process with the following exceptions: (a) the student gives the Dean of Academic Affairs a signed release to share disability-related information with the person(s) or office(s) named on the release; (b) the Chief Academic Officer (CAO)/Senior Vice President of Academic Affairs (SVPAA) will release disability-related information as required and/or permitted by the law and/or a court order; (c) the student threatens to harm himself or herself or others, or is suspected of abuse of a child or incapacitated adult; (d) the student files a disability-related complaint, appeal, grievance or lawsuit against a College office or employee(s).

Only the Registrar has direct access to student files. When a student with a disability requests adjustments/accommodations, he or she understands that some disability-related information may be provided on a need-to-know basis to College faculty and staff to help ensure that the student receives appropriate adjustments/accommodations.

The Dean of Academic Affairs' office of the College in which the student is enrolled and the Instructors of classes for which the student is requesting adjustments/accommodations will receive disability-related information necessary to provide appropriate adjustments/accommodations. If a student files a disability-related appeal or grievance, the student understands that the CAO/SVPAA will release disability-related information to appropriate College offices (i.e., the General Counsel, the Student Services office, and/or appropriate College committees).

Otherwise, College faculty and staff need to know only (1) that the student has been through the disability documentation review process at HCI College; and (2) what adjustments/accommodations have been approved to meet the student's disability-related needs.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE CONFIDENTIALITY STATEMENT. I UNDERSTAND AND AGREE TO THE CONFIDENTIALITY OF MY DISABILITY DOCUMENTATION AND INFORMATION AS DISCUSSED ABOVE. I UNDERSTAND I CAN SPEAK FURTHER WITH THE DEAN OF ACADEMIC AFFAIRS IF I HAVE ANY QUESTIONS.

Student Name

Student ID

Student Signature

Date



HCI College
1764 N. Congress Ave. Ste 200, West Palm Beach, FL 33409
1201 W. Cypress Creek Rd. Ste 101, Fort Lauderdale, FL 33309
www.hci.edu

HCI College
**Request for Adjustments/
Accommodations**

REQUEST FOR ADJUSTMENTS/ACCOMMODATIONS

Student Name: _____ **Student ID:** _____

Home Address: _____

Phone #: _____ **Email:** _____

I am a: ☐ Current Student ☐ Prospective Student

Campus: ☐ West Palm Beach ☐ Fort Lauderdale **Program (if known):** _____

I am requesting adjustments/accommodations from HCI College because I have been diagnosed with:
(check all that apply)

- ☐ Attention Deficit Disorder
- ☐ Physical Disability (specify type): _____
- ☐ Learning Disability
- ☐ Psychological Disability
- ☐ Other Disability (specify type): _____

Date First Diagnosed: _____

In the space below and on the back of this sheet, list and explain each of the adjustments/accommodations you are requesting. Please be as specific as possible. For example, if one of your requests is extended time for in-class exams, specify the amount of additional time (e.g., "50% more time on in-class exams").

Student Name

Student Signature

Date

Please retain a copy of this form for your records.



HCI College
1764 N. Congress Ave. Ste 200, West Palm Beach, FL 33409
1201 W. Cypress Creek Rd. Ste 101, Fort Lauderdale, FL 33309
www.hci.edu

HCI College
Approved Course Adjustments/
Accommodations

APPROVED COURSE ADJUSTMENTS/ACCOMMODATIONS

Student Name: _____ **Student ID:** _____

Phone #: _____ **Email:** _____

Campus: ☐ West Palm Beach ☐ Fort Lauderdale

Directions: Complete the sections below with the approved adjustments/accommodations from the Accommodations Review Committee. If you have questions about how to access services, make an appointment with the Dean of Academic Affairs.

Faculty Name: _____ **Term Code:** _____ **Course Code:** _____

Classroom

Testing

Special Services

Student Name

Student Signature

Date

Faculty

Faculty Signature

Date

Dean of Academic Affairs

Dean of Academic Affairs Signature

Date

CAO/Senior VP of Academic Affairs

CAO/Senior VP of Academic Affairs

Date

Please retain a copy of this form for your records.