

Establishing and Maintaining Eligibility for Accommodations

1. Information regarding accommodations for applicants or students with disabilities is available on the Galen website, in the Student Catalog and by contacting the campus admissions office or Section 504/Title IX Coordinator.
2. Any applicant or student who wishes to request an accommodation may do so by contacting the Section 504/Title IX Coordinator.
3. The student must provide to Galen all pertinent documents from an external treatment professional*, such as a licensed psychologist or psychiatrist. These documents alone are not sufficient to establish eligibility but will be used in evaluating the student's request and will assist designated Galen representatives to assess the student's condition. These documents are confidential.
4. Official documentation from the student's external treatment professional* must include at least the following information:
 - A. A diagnosis of the student's disability or condition;
 - B. Method of treatment or assistance provided to the student by a physician or an external treatment professional, such as a licensed psychologist or psychiatrist, with regard to the diagnosis;
 - C. Any behaviors or other limitations in function related to the student's diagnosed condition (such as difficulty with memory or concentration or physical limitation) that may affect performance in an academic or clinical setting;
 - D. Specific recommendations for accommodations, with rationale for recommendations, from the external treatment professional, such as a licensed psychologist or psychiatrist.
 - E. A time limit applies for Galen to consider that the provided documentation is valid and current.
 - a) Documentation must be post High School graduation.
 - b) Documentation must be current within 10 years of submission to Galen for consideration of accommodations.
 - c) If the time limit expires during the student's attendance at Galen, the student will be required to update the documentation.
5. The student must meet with a Galen counselor or designated campus representative to discuss the request for accommodations. For an appointment, contact the campus Section 504/Title IX Coordinator. For the student's benefit, the counselor or campus representative may recommend further off-campus evaluation (at the student's expense). If the counselor or campus representative makes such a recommendation, the student must follow the recommendation in order for the accommodations request to proceed. Since accommodations will not begin until these steps are completed, Galen recommends that the student proceed quickly. When the counselor or campus representative has confirmed that proper documentation required to receive an accommodation is in place, the counselor or campus representative will arrange for an official notification to be provided by the Section 504/Title IX Coordinator to the student's faculty for the current term (and program director, if applicable). Specific accommodations will be named in the notification.
6. Once the student's faculty has been notified by the Section 504/Title IX Coordinator that the student is eligible for disability accommodations, the student must review implementation of required accommodations with their course faculty as early in the term as possible.

7. At the end of each academic term during which the student is enrolled at Galen, the student is responsible for requesting that notification about his or her eligibility for accommodations be sent to his or her faculty for the following academic term. The student must submit the notification request in writing to the campus Section 504/Title IX Coordinator.
8. Questions or concerns may be directed to the Section 504/Title IX Coordinator.

** An external treatment professional is defined as a healthcare professional who specializes in diagnosing and treating learning, emotional, or physical disabilities.*

For a complete list of Section 504/Title IX Coordinators, please visit the Galen College of Nursing [website](#).