



Disability Documentation Guidelines

Students who request academic accommodations must provide documentation which meets the following guidelines. The documentation required below should identify the functional impact of the student's disability. The information provided will help Ursinus College and the Director of Disability Services to identify appropriate and reasonable accommodations.

Individualized Educational Plans (IEP) and 504 Plans may not contain the information below. The Director of Disability Services will review IEP and 504 plans but will most likely request additional information.

Requirements for Students with Learning Disabilities

A psycho-educational evaluation by a licensed psychologist or a Re-evaluation Report (RR) by a certified school psychologist containing current information (usually not more than a few years old) must be provided. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing and a diagnosis. This report should also include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended.

Documentation Requirements for Students with Attention Deficit Disorders

An evaluation by a psychiatrist, neurologist, licensed psychologist, or a Re-evaluation Report (RR) by a certified school psychologist containing current information (usually not more than a few years old) must be provided. The documentation should include a clearly stated medical diagnosis of ADD/ADHD, a description of the symptoms that meet the criteria for the diagnosis, instruments used to make the diagnosis and current medications, dosages and frequencies. This report should also include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended.

Documentation Requirements for Students with Psychological, Neurological, or Medical Disorders and Students with Mobility and Sensory Impairments

An evaluation by a medical doctor, licensed psychologist, or a Re-evaluation Report (RR) by a certified school psychologist must be provided that clearly diagnoses and describes the disability and recommends accommodations appropriate for college students. The information should be current (Usually not more than a few years old). Students with mobility and sensory impairments should contact the Assistant Director of Academic Support and allow enough lead-time if they are requesting accommodations. They may be required to provide documentation, depending on the disability and accommodations requested.

Documentation can be sent or faxed to:

Shammah Bermudez
Director of Disability Services
Ursinus Institute for Student Success
Ursinus College
601 E. Main Street
Collegeville, PA 19426

Phone: 484-762-4329
Email: sbermudez@ursinus.edu
Fax: 610-409-3731



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Ursinus College

Requesting Accommodations

Students, who are interested in receiving academic accommodations, physical modifications/accommodations, and housing/food adjustments, should complete the steps list below:

1) Complete the Accommodation Request Form

The Accommodation request form is available on the Ursinus Institute for Student Success website under the Students with Disabilities tab.

<https://www.ursinus.edu/offices/ursinus-institute/students-with-disabilities/>

2) Provide current documentation based on Ursinus documentation guidelines. See reverse side for documentation guidelines.

Documentation guidelines are also available on the Ursinus Institute for Student Success website.

3) Complete an intake with the Director of Disability Services

The intake is an opportunity for students to discuss their understanding of academic strengths, needs, and symptoms/conditions.

4) Meet with the Director at the beginning of each semester to reinstate the accommodations for qualifying students.

For questions, please contact:

Shammah Bermudez

Director of Disability Services

Phone: 484-762-4329

Email: sbermudez@ursinus.edu