

## Disability Documentation Guidelines

The purpose of documentation is to assist Disability Services in understanding how the student's disability impacts their college setting. Reviewing documentation is a collaborative and interactive process and is handled on a case-to-case basis. The eligibility determination process can take time. Once documentation is submitted to Disability Services, it could take 4-6 weeks to receive the list of approved accommodations based on documentation received.

There are multiple ways to provide Disability Services with documentation of your disability. Overall, documentation should provide proof of diagnosis, functional impacts, recommended accommodations that address functional impacts, and/or prior accommodations if applicable. Disability Services follows the guidance from the Association on Higher Education and Disability (AHEAD) on documentation review and accommodation approval.

Please note that documentation should be from appropriate licensed professionals or healthcare providers. The provider must be familiar with the history and functional limitations of the student's disability and be able to comprehensively answer the questions below. The provider should not be a relative of the student.

### **Students should submit at least one of the following:**

- IEP/504 Plan
  - Individualized Educational Plans (IEP) and 504 Plans may not contain diagnosis or functional impacts; the Director of Disability Services will review IEP and 504 plans but may request additional information.
- Medical records/patient portal diagnostic summary
- Letter from a healthcare profession, on letterhead, which confirms a diagnosis, functional impacts of the identified diagnosis(es), recommendations or accommodations directly linked to addressing functional impacts.
- Accommodation letter from previous postsecondary institution
  - If the accommodation letter does not contain diagnosis or functional impacts, the Director of Disability Services may request additional information.
- Full evaluation/diagnostic report

### **The following information is helpful in order to determine the best possible accommodations and supports:**

- Severity of the diagnosis/condition (mild/moderate/severe)
- Medication and/or treatment currently prescribed
- Recommended accommodations that may assist the student in minimizing the functional impact of the diagnosis/condition in a college setting.