

## DOCUMENTATION POLICY

Students who are planning to request accommodations for a disability must submit a typed statement on letterhead/documentation verifying eligibility according to ADAAA 2008, Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act. This documentation MUST include:

- a clear diagnosis,
- the extent, duration, and current functional impact of the disability.
- a clear link between a diagnosis and recommended accommodations and the test data.
- the name of the diagnostician and his/her report. In addition, this diagnostician:
  - must be a licensed or otherwise properly credentialed professional
  - must be certified to evaluate the particular disability,
  - should have an accurate understanding of the college environment, and
  - must be an impartial individual who is not a family member nor in a dual relationship with the student.

The documentation must be detailed, comprehensive, recent, and include the following:

- Narrative report (typed)
- All test data results, including scores when applicable, with appropriate analysis and discussion
- Clearly stated diagnosis (DSM if appropriate)
- Date of onset
- History of problem and past treatment(s)
- Level of severity
- Current or past accommodations utilized
- Current mitigating factors (medication, stress, etc.)
- Evidence of current, significant, functional impact
- Recommendations for college-appropriate accommodations

The documentation must be thorough enough to support the specific accommodation(s) requested. Requests for accommodations without supporting evidence will require further evaluation or documentation. The documentation of a chronic and progressive condition must include the degree and range of functioning. Prior accommodations may not be deemed reasonable in the college environment nor does the diagnosis of a disability imply the need for accommodations. Degree of impairment and current functioning are critical factors in this determination. (Notes on a prescription pad are not adequate forms of documentation.)