

Documentation Guidelines

Postsecondary institutions differ from high schools regarding the first step of providing academic accommodations. When a person with a disability needs an academic accommodation in high school, a team of people are assigned to discuss that student's classroom instructional accommodations. This is not the case with colleges and universities. The legislation states that in order to receive services from a postsecondary institution, a person with a disability must first disclose his/her disability to the institution. In this case, you will need to work with the Student Accessibility Services Office on campus to identify the barriers created by your diagnoses and the appropriate accommodations to remove those barriers. As part of the process we require documentation of the disability by a licensed professional with expertise in your specific diagnosis. The following guidelines are provided to aide in the gathering of appropriate documentation.

- If you have an IEP or 504 from high school, this may in some instances be used as the documentation of disability (please see the Accommodations Coordinator for more information).
- Documentation must be less than three years old, however the Accommodations Coordinator may use their own discretion in cases in which the condition is considered permanent and the documentation is greater than three years old.
- Documentation must include a specific diagnosis.
- Documentation must clearly state the reasonable accommodations being requested. In addition, the documentation should provide a clear rationale for each accommodation being requested including the barrier that will be removed. All accommodations are determined based upon the impact of disability on a student's performance.
- The diagnostician should be an impartial individual who is not a family member or friend, and does not have a personal relationship of any kind with the student.

All documentation received by the Student Accessibility Services Office shall remain strictly confidential.

Attention Deficit Hyperactivity Disorder

The DSM-5 defines ADHD as "a persistent pattern of inattention and/or hyperactivity-impulsivity that interferes with functioning or development". We require that the diagnostician must have comprehensive training in diagnosis of ADHD and pertinent psychiatric disorders. Recommended practitioners might include:

- Licensed/ certified psychologist
- Psychiatrist, neuropsychiatrist, neurologist, or relevantly trained medical doctor who has expertise in evaluating the impact of ADHD on an individual's educational performance

Communication Disorders

Communication disorders refer to problems that result in deficits in language, speech, and communication. Communication disorders include stuttering, impaired articulation, language impairment, or a voice impairment that adversely affects a student's educational performance. Speech or language deficiencies resulting from second language acquisition are not considered to be Communication Disorders. Recommended practitioners might include:

- Licensed/ Certified Speech and Language Pathologist

Hearing Disabilities

The three basic categories of hearing loss are sensorineural hearing loss, conductive hearing loss and mixed hearing loss. Recommended practitioners might include:

- Audiologists
- Speech and hearing specialists
- Other licensed medical practitioners, who are qualified to diagnose and treat hearing disorders

Learning Disabilities

According to the Learning Disabilities Association of America, “learning disabilities refer to a number of disorders which may affect the acquisition, organization, retention, understanding or use of verbal or nonverbal information.” Recommended practitioners might include:

- Clinical or educational psychologists
- Neuropsychologists
- Medical doctors with demonstrated training and experience in the assessment of learning disabilities in adolescents and adults

Physical and Medical Disabilities

Physical disabilities include chronic health disorders, mobility impairments, as well as temporary health conditions. Recommended practitioners might include:

- Medical Doctor
- Surgeon
- Dentist
- Neurologist
- Medical specialist with experience and expertise in the area accommodations are being requested

Psychiatric Disabilities

Psychiatric disabilities cover a wide range of conditions, including psychological, emotional, cognitive, and/or behavioral disorders and symptoms. Recommended practitioners might include:

- Psychologists/Neuropsychologists
- Psychiatrists/Neuropsychiatrists
- Psychiatric nurse practitioners
- Relevantly trained medical doctors with experience and expertise with psychiatric disabilities

Traumatic Brain Injuries

Traumatic Brain Injuries may result from a violent blow or jolt to the head or body. Mild traumatic brain injury may affect your brain temporarily, while more serious injury can result in long-term complications. Based on the diagnosis from your medical practitioner, we can discuss temporary or permanent accommodations for these conditions. Recommended practitioners might include:

- Medical doctors
- Licensed clinical or rehabilitation psychologists
- Neurologists
- Neuropsychologists

- Psychiatrists

Vision Disabilities

Vision disabilities may include, but are not limited to, eye movement disorders, inefficiency in using both eyes together, misalignment of the eyes, lazy eye, focusing problems, visual sensory disorders, and motor integration. Recommended practitioners might include:

- Licensed doctor of Optometry
- Licensed medical doctor with certification in Ophthalmology