

Documentation Guidelines

Student Accessibility Services in the Academic Resource Center is committed to providing accommodations and services to students with disabilities in order to ensure an accessible college experience. Reasonable accommodations are determined through an interactive process with each student. Accommodations are determined on a case by case basis, taking into consideration each student's condition(s), history, experience, and request. In addition to in person meetings with Student Accessibility Staff, students are asked to provide information to establish a disability and the impact it has on the post-secondary learning environment.

To identify the type of information and documentation necessary to the process for determining reasonable and appropriate accommodations, please refer to the following guidelines:

- Students are encouraged to submit any prior assessment and/or evaluative report conducted by educational evaluators, medical professionals, mental health providers, etc. to establish the existence of a disability.
- Documentation must be current and relevant to the requested accommodation. Adult measures are preferred.
- An Individual Education Program (IEP) or 504 Plan may not provide sufficient information to determine accommodations, but should be submitted if other information is not available.
- Professionals conducting assessments, rendering diagnoses, and making recommendations for appropriate accommodations must be qualified to do so. Information from these sources must be made on professional letterhead, dated, and signed.
- Prescriptions for medication is not appropriate documentation.
- Diagnostic providers should include information regarding the existing condition(s), presenting concerns, history of prior accommodations, current treatments, recommendation for accommodations in the post-secondary environment