Disability Resource Center

Documentation Guidelines

Disability Resource Center (DRC) provides academic, programmatic, and physical accessibility and services to students with disabilities. DRC frequently assists students with many different medical conditions and diagnosed disabilities including attention-deficit/hyperactivity disorder, learning disabilities, seizure disorder, traumatic brain injury, depression, anxiety, arthritis, gastrointestinal conditions, deafness, hearing loss, and blindness. It is important to note that this is not an exhaustive list; thus, we welcome all students with disabilities to seek out our services.

Eligibility for accommodations and services are established through information obtained from the student's self-report and submitted documentation. The documentation must be *on letterhead, typed, dated, and signed*. The information must be from a qualified/licensed professional (e.g., physician, psychiatrist, psychologist, mental health counselor, etc.), who is unrelated to the student, and whose credentials permit the evaluation of the disability. The following guidelines are provided to assist students in obtaining documentation to establish the need for reasonable accommodations:

1. A clear statement of the medical and/or psychiatric diagnosis (i.e., ICD-10, DSM-5) with a description of the student's current symptoms (if applicable, specify if the diagnosis is in partial or full remission);
2. Date of the initial diagnosis and/or date of the most recent visit with the student for this diagnosis;
3. Information regarding the functional impact or limitations of the condition or disability on the student's learning and other major life activities;
4. The impact of medication on the student's ability to meet the demands of the postsecondary environment, if relevant;
5. The expected duration, stability, and/or progression of the disability;
6. For students who experience flare ups or intermittent symptoms, describe the current severity, duration, and frequency;
7. For students with a documented learning disability: documentation ideally includes