



Documentation Guidelines Physical or Medical Disabilities

Vernon College follows the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973 in developing accommodations with students. Academic accommodations by the Office for Students with Disabilities are there to ensure equal access to educational activities and programs at Vernon College. All documentation is reviewed on a case-by-case basis and is kept confidential. Providing documentation does not automatically qualify an individual for academic accommodations.

Third party documentation can be considered as part of an interactive and individualized process that allows the Office for Students with Disabilities to determine eligibility and understand how a student's disability substantially limits one or more major life activities. Reasonable accommodations are recommended based on an understanding of the student's needs, functional limitations, and proposed academic adjustments.

Physical disabilities encompass a broad range of medical conditions and may include difficulty with physical mobility, dexterity, or chronic health problems. Students may have one or more physical conditions for which they are being treated and these may be temporary, chronic, or progressive in nature. Students requesting support services through the Office for Students with Disabilities are asked to submit current documentation of their disability, which limits one or more major life activity.

These guidelines will assist you in working with your medical professional to prepare information needed for the Office for Students with Disabilities to determine your eligibility for requested academic accommodations. A physician, or other medical specialist with experience and expertise in the area related to the student's disability, should make the diagnosis. The diagnostician should not be a family member of the student. The documentation must include, but is not limited to:

1. **Diagnosis:** A clear statement of the physical disability or medical condition.
 - a. Approximate onset of diagnosis.
 - b. Date of last clinical contact. The assessment must be current. Because conditions may change over time, current evaluations are critical in providing reasonable accommodations. In general, this means that evaluations must have been completed within the three (3) years prior to the accommodations request.
2. **Evaluation:**
 - a. Assessment procedures and evaluation instruments that have been used to make the diagnosis.
 - b. Narrative of evaluation results.
 - c. Current treatment.
 - d. Severity of symptoms (mild, moderate, severe).



- e. Prognosis of disorder: Is the disability stable, chronic, progressive, fluctuating? Is the disability temporary or permanent?
3. **Functional Limitations:** Should be determined without consideration of mitigating measures, like medication for example. If condition is episodic in nature, level of functioning should be assessed based on active phase of symptoms.
- a. Impact on major life activities.
 - b. Behavioral manifestations of the disability, in particular the way it impacts the student in the learning context for which the accommodations are being requested (ability to concentrate, ability to attend class regularly, ability to write, ability to sit for long periods of time, etc.).
 - c. Any additional limitations that fall in the substantial range.
 - d. Special considerations (medication side effects, impact of treatment, etc.).
4. **Accommodations:**
- a. History of accommodations.
 - b. Recommendations for academic accommodations based on specific features/symptoms of the disability (special seating, adaptive technology/equipment, etc.). Recommendations must include rationale.
 - c. (Optional) Additional information that may be helpful in determining accommodations.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated. All documentation must be submitted on the official letterhead of the professional describing the disability. **The report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license or certification.** The Office for Students with Disabilities will make the determination regarding whether accommodations are reasonable in the college environment. Providing documentation does not automatically qualify an individual for academic accommodations. A verification form is available to assist in the documentation process.