



Disability Services Division of Student Affairs

Documentation Guidelines

A student is requesting an auxiliary aid or service, academic adjustment, and/or other accommodations from Disability Services. To consider this request and ensure the provision of reasonable and appropriate auxiliary aids and services, university policy requires that a qualified professional provide current and comprehensive documentation. A qualified professional includes a licensed medical doctor or other qualified healthcare professional who is not a family member of the student. A qualified professional may include a student's high school nurse, school counselor, or other health and wellness licensed professional.

Any student who has a documented disability may register with Disability Services. DS categorizes disabilities by AD/HD, Learning, Physical/Medical, Psychological, and Temporary Conditions

Physical/Medical Eligibility

- x Students with a visual disability, the documentation must include the student's visual acuity (best corrected), a description of the effects of the visual problems, and a recommended font size for text when enlarged text is recommended as an accommodation.
- x Students who are deaf or hard of hearing must complete the form and submit an audiogram completed by a licensed audiologist

Learning Eligibility

Students must provide current and comprehensive documentation of the learning disability from a qualified professional. A qualified professional includes the following types of licensed psychologists: clinical, educational, school, and neuropsychologist who is not a family member of the student.

To be considered current, an evaluation performed before the age of 18 must have been performed within 3 years prior to the student's request for accommodation(s). An evaluation performed during or after the age of 18 should be no more than 5 years old. If an evaluation is performed outside of Disability Services' documentation guideline, the documentation will be evaluated for completeness on a case-by-case basis. Students are encouraged to also submit any IEP, 504, or other



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