

### Policy 3.00: Documentation

All students and faculty are asked to provide documentation when requesting accommodations for two reasons. First, to establish that the individual is a person with a disability and, second, to determine appropriate accommodations. The documentation must establish that the person has a substantial limitation in a major life activity and is therefore legally considered an individual with a disability.

All documentation, regardless of source, should contain the following six essential features.

1. A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
2. A description of the diagnostic criteria or diagnostic tests used.
3. A description of how the disability effects one of the major life activities and the current functional impact of the disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. A description of the expected progression or stability of the impact of the disability over time should be included.
6. Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation.

Documentation maybe required from more than one professional source in order to clearly identify the need for accommodations for individuals with multiple disabilities.

The age of the documentation will vary dependant on the type and nature of the disability. This variance occurs because some disability-related needs are static while others change rapidly. Detailed suggested guidelines for documentation for each area of disability can be found within Procedures 3.01 which follows this policy.