

# Documentation Guidelines for All Other Impacting Disabilities\*\*

## Policy

Federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990) and the Americans with Disabilities Amendment Act of 2008 established the rights of individuals with disabilities. Northern State University is committed to compliance with all applicable federal laws and regulations regarding reasonable accommodations needed to provide equal educational opportunity to all students. Final determination as to the appropriateness of an accommodation is evaluated on a case-by-case basis. In accordance with federal and state regulations, disability-related information will be treated in a confidential manner.

## Procedure

The student is responsible for providing documentation that supports his/her request for accommodation services. It is important that the documentation clearly establishes that the student has a disability as defined by federal regulations and that the documentation clearly supports the individual's request for accommodation. The following documentation guidelines are provided in the interest of ensuring that documentation of a disability demonstrates a significant impact on a major life activity and supports the individual's request for accommodation.

## Documentation Guidelines

### **1. A qualified professional must conduct the evaluation:**

A qualified professional must conduct an evaluation. Professionals conducting assessments and rendering diagnoses should have appropriate training in diagnosing mobility, systemic and/or health-related disabilities. The name, title, and professional credentials of the evaluator, including information about license or certification and employment, should be clearly stated in the documentation. All reports should be on letterhead, dated, signed, and otherwise legible. Alternatively, the qualified professional may complete and return the *Accessibility Assessment* Form to the Student Accessibility Services office.

### **2. Documentation should be current:**

The provision of accommodations is based upon assessment of the current

impact of the student's disabilities. Documentation that is outdated or inadequate

in scope or content; does not address the student's current level of functioning; or does not address changes in the student's performance since the previous assessment was conducted may not support requested accommodations. When appropriate, additional supportive documentation will be requested. Documentation for other impacting disabilities will generally be considered current if it has been completed as follows: physical/mobility disabilities – within the last one (1) year unless the condition is unchanging; autism spectrum disorder and intellectual disabilities – within the last five (5) years; blindness or low vision – within the last one (1) year unless the condition is unchanging; deaf or hard of hearing – within the last one (1) year unless the condition is unchanging; chronic illness – depends on the nature of the accommodations requested.

**3. Documentation necessary to substantiate a disability should include:**

- a. A statement on letterhead, by a qualified health professional;
- b. The statement should include a specific diagnosis, explanation of specific functional limitation, and any recommendations for support;
- c. A summary of assessment procedures and an evaluation of results;
- d. When warranted, medical information relating to the student should also include the impact of medication on the student's ability to meet the demands in the postsecondary environment.

**4. Qualified professionals include:**

- a. Mobility impairment: physician, neurologist, physiatrist;
- b. Vision impairment: ophthalmologist, optometrist, neurologist;
- c. Hearing impairment: audiologist, otologist, otorhinolaryngologist;
- d. Gastric impairment: physician, gastroenterologist, allergist;
- e. Pulmonary impairment: physician, allergist, pulmonologist, pulmonary specialist;
- f. Other impairment: for assistance with documentation guidelines for other impairments, please contact Student Accessibility Services.

**\*\*These guidelines are not meant to be used exclusively or as a replacement for direct communication with Student Accessibility Services regarding the individual nature of a disability. While submitted documentation meeting the above guidelines may be acceptable to Student Accessibility Services at NSU, it is important to be mindful that they may/may not meet the documentation guidelines required in other academic or testing organizations.**