

**To be eligible for services, students with disabilities must identify themselves and present professional documentation to the Disability Services Counselor located at Dellinger Hall room 220.**

- Documentation should be current (within the past 3 years), relevant, comprehensive, and where appropriate, should contain test scores and interpretation.
- If the original documentation is incomplete or inadequate to determine the extent of the disability the college has the discretion to require additional documentation.
- Any cost incurred in obtaining documentation is the responsibility of the student.
- Until appropriate documentation is provided, Disability Services cannot support the student's request for services. Faculty members are not expected to provide services unless students provide an accommodation request form from the Disability Services office.

## **Documentation Requirements**

In order to evaluate requests for accommodations or auxiliary aids, the college will need documentation of the disability that consists of an evaluation by a physician or licensed professional. The information must describe the current impact of the disability and must include:

1. A diagnostic statement identifying the disability, date of the most current diagnostic evaluation, and the date of the original diagnosis is required.
2. A description of the diagnostic tests, methods, and/or criteria used.
3. A description of the current functional impact of the disability, which includes specific test results and the examiner's narrative interpretation.
4. Treatments, medications, or assistive devices/services currently prescribed or in use.
5. The credentials of the diagnosing professional, if not clear from the letterhead or other forms.
6. The diagnosing professional may not be a family member.

*Beyond the six elements needed for documentation, recommendation for accommodations, adaptive devices, compensatory strategies, and/or collateral support services will be considered on a case-by-case basis.*

### **In order to receive an accommodation a student must:**

- Provide the office of disability services with current (within the past 3 years) documentation of your disability from a qualified professional (medical doctor, licensed professional).
- Complete a Disability Services Information Sheet and sign an exchange of information form (if needed).
- Complete and sign a Request for Accommodation form.
- Schedule an appointment to meet with your instructor to discuss how you would like to use the approved accommodations in his/her class.
- Work with your instructor and disability counselor to schedule testing dates and times (if you require special testing accommodations).
- Instructors are not required to provide a student with accommodations unless the student provides the proper accommodation forms.
- It is the student's responsibility to meet with the disability counselor each semester to complete and sign a request for accommodations.
- Late requests for accommodations may cause a delay in the requested services.