



PLEASE NOTE: The process of evaluating a student's request for accommodations will not commence until the student submits appropriate documentation of the disability. In some cases, evaluation of a student's documentation may take 4-6 weeks. Once approved for accommodations, it is the student's responsibility to advise the ADA Coordinator (or designee) of the continuing need for accommodations at the beginning of each academic year.

This is an official request for academic accommodation. All statements herein are presumed to be factual. Any misrepresentation of the truth may result in disciplinary action, up to and including discharge from the program.

Documentation Guidelines

In most situations, a health care provider sufficiently trained to provide an expert opinion on the diagnosis must provide a detailed, comprehensive written report describing the disability and justifying the need for accommodations. Documentation should be recent enough to reflect the student's current level of functioning. If a condition has been stable for a significant period of time, a recent letter from the treating healthcare professional verifying that the older documentation is still reflective of current functioning is acceptable. The following criteria should be included in all documentation:

- *Credentials of the evaluator and experience in diagnosing specific disability*
- *Diagnosis and the date that the diagnosis was made*
- *History and background of the disability*
- *Current status of condition (Active, Progressing, Controlled, Remission)*
- *Current level of severity (Mild, Moderate, Severe)*
- *Duration of time that the condition is likely to persist (e.g., Lifetime, duration of program, 3 months)*
- *Procedures/assessments used to diagnose the student's condition (Attach diagnostic results if applicable)*
- *Major life activity or activities that are substantially limited*
- *Functional limitations or symptoms of the condition, both treated and untreated*
- *Impacts of the condition (and/or current treatment) on the student's ability to learn or meet the demands of the university setting and/or clinical requirements*
- *Circumstances that would exacerbate the disability*
- *Accommodations that may be necessary in order for the student to participate in university programs, activities, and services*