

DOCUMENTATION GUIDELINES

ACCESS SERVICES

During the intake process, students are asked to make a request for accommodations and submit documentation to support that request. Access Services will review and consider all documentation submitted.

Documentation assists Access Services in understanding the current impact of the disability in an academic setting in relation to the accommodations requested.

Reviewing documentation requires time, so students are asked to submit documentation as early as possible in the registration process, and prior to placement testing. Eligibility is determined case-by-case based on the documentation provided, current functional impact and accommodations requested.

Additional documentation may be required to establish eligibility for certain accommodation requests. Students will be notified, and provisional accommodations will be provided if possible.

Documentation should state the current diagnosis and, if applicable, provide proof of prior accommodations. Students are asked to submit at least one of the following forms of documentation:

- IEP/504 plan
- Diagnostic Report
- Accommodation form from previous college (additional documentation may be needed)
- Medical records
- Letter from health care professional (on letterhead and signed)
- Disability Verification form completed by health care professional (available Access Services)

The following information is helpful in determining accommodations, but may not be required:

- Severity of the disorder
- Medication or current prescribed treatment
- Recommended accommodations to mitigate impact of disorder

Please address any questions or concerns regarding the Documentation Guidelines to Access Services.