

Physical & Medical Disabilities

The Office of Disability Services is responsible for verifying the eligibility of students requesting accommodation on the basis of disability. A student who plans to request accommodations must first disclose his or her disability to this office by submitting a report that documents his or her needs. It is required that a diagnosis be made by a licensed physician with credentials in the area of the disability in question. The following guidelines are provided to assist the Director and Associate Director of Disability Services in collaborating with each student to determine appropriate accommodations:

1. All documentation reports must be typewritten and signed on professional letterhead bearing the physician's address, phone, and clinical affiliation. The physician's license number certifying his or her status as a practicing medical doctor and any additional information about specialty credentials should be listed.
2. The report should describe the type and severity of the individual's symptoms at the time of first diagnosis, and give the approximate date of their onset. Subsequent progress and treatment of the condition should also be given.
3. A description of the individual's current symptoms should be reported.
4. The report should detail any currently prescribed or recommended treatment, such as medical treatment, physical therapy, dietary requirements, assistive devices, etc.
5. Specific substantial limitations related to the disorder should be listed, especially those involved in attending a higher educational institution, such as taking notes, copying material from a blackboard, reading standardized print, etc.
6. The report should contain recommendations for specific reasonable accommodations supported by the diagnosis that are needed to address the current impact of the individual's disability to function in a higher education institutional setting.

After the report has been submitted and reviewed, the student will be notified to schedule an appointment with the Director and Associate Director of Disability Services to either determine special services, or whether more information is needed.

All documentation is confidential and should be emailed to the Office of Disability Services.