

ADAAA-SWOSU: Appropriate Documentation of a Disability

In order to be recognized as eligible for services and accommodations through Student Disability Services in the office of the Dean of Students, appropriate documentation of a disability must be provided on letterhead and signed by the appropriate licensed educational, mental health, or health professional who is **not** related to the student and who is licensed/certified in the area for which the diagnosis is made. **Documentation for all disabilities must** contain the following information:

- Date of the evaluation
- Specific diagnosis
- Method of evaluation/examination
- Specific limitation with respect to the disability's current impact in the university and related educational environments as it relates to the accommodations requests.
- Medication – expectation in results on functioning, or cognitive impairment.

NOTE: ARD paperwork alone is not appropriate documentation of a disability. Actual diagnostic work-up report(s) must also be submitted.

Additional Required Documentation by Disability

Attention Deficit Hyperactivity Disorder (ADHD/ADD): Documentation should include, evidence of early impairment, evidence of current impairment, description of current functional limitations pertaining to an educational diagnosis, and interpretive summary. Documentation from a neurologist is preferred; however documentation from a licensed psychologist or psychiatrist will be accepted.

Blind or Visually-Impaired: An ophthalmologic or optometric report indicating current visual acuity, near and distant vision (left/right, both eyes), visual fields, with or without corrective lenses. The documentation must also include a specific diagnosis from a professionally licensed Ophthalmologist or Optometrist.

Chronic Medical/Systemic Conditions: Documentation should explain the current functional limitation imposed by the medical/systemic condition. If applicable, it should also list medications and their possible effects and give any other pertinent information that may assist in determining reasonable accommodation. The documentation must be provided by a licensed physician specializing in the area of the diagnosed condition.

Deaf or Hard-of-Hearing: Audio logical report indicating current hearing levels, speech reception levels, with or without hearing aids and/or assistive listening devices and a specific diagnosis by a professionally licensed or certified Speech Pathologist or Audiologist.

Learning Disabilities: Documentation should include, results of a diagnostic interview, background information, behavioral observation, a comprehensive cognitive (intellectual) assessment with resulting standard test scores and related discussion of the scores, a complete achievement battery to measure current functioning (the WRAT-R is not acceptable as the sole measure of achievement) with resulting standard test scores and related discussion, and specific diagnosis. Documentation must be provided by a licensed/certifies educational Diagnostician, educational Psychologist, or Professional Counselor.

Physical/Mobility Impairments: Documentation that identifies current functional limitations, with or without apparatus, and must state whether the condition is permanent or temporary. If the condition is temporary, the documentation must include the expected length of time for recovery. The documentation must be provided by a licensed physician specializing in the area of the diagnosed condition.

Psychological Disorders: Documentation should include a specific diagnosis based on the DSM-IV-TR, a description of current functional limitations in the academic environment as well as across other settings, relevant information, regarding medications and their possible effects and give any other pertinent information that may assist in determining reasonable accommodation. Documentation must be provided by a licensed Psychologist, Psychiatrist, Professional Counselor, or Social Worker.

Traumatic Brain Injury: Documentation must explain current functional limitations imposed by the condition. If applicable, it should also list medications and their possible effects and give any other pertinent information that may assist in determining reasonable accommodation. Documentation must be provided by a Neurologist or other related Physician.

NOTE: For all other disabilities or chronic medical/systemic disorders, please contact the Dean of Students directly.