Documentation Guidelines for Students Requesting Accommodations

To receive accommodations, a student must submit documentation to the Office of Disability Services (ODS) that states the student’s disability, details the current functional impact of that disability, and explains the need for each accommodation recommended. A diagnostic statement alone is not sufficient to establish eligibility for accommodations. Documentation cannot be provided by a relative of the student.

In general, documentation must also meet the following criteria:

- Documentation must be provided by a professional with comprehensive training and expertise in diagnosing and treating the student’s particular disability/disabilities.
- Documentation should be submitted on the letterhead of the evaluator and include the:
  - Name, title and professional credentials of the evaluator
  - Contact information for the evaluator, including address and phone number.
- Documentation should include a narrative summary of the history and background of the diagnosis of the disability. A description of the diagnostic tests, methods or other criteria used, including specific test results and the examiner’s narrative interpretation, should be provided. Testing must be comprehensive in nature; if standardized testing is used in the diagnostic process, scores should be reported.
- Documentation must contain specific recommendations for accommodations that are tied to the current functional limitations of the student. Each accommodation recommended by the evaluator must include a rationale. Recommended accommodations should be pertinent to the anticipated academic environment.
- Documentation should be current. The age of acceptable documentation is dependent upon the disabling condition, and whether or not the condition is permanent or may change over time. In general, the documentation submitted should meet the following guidelines, based on type of disability:
  - Learning disabilities, ADHD, Autism spectrum disabilities, TBI: within four years of date of accommodation request.
  - Mental health disabilities: within one year of date of accommodation request.
  - Chronic health disabilities: within one year of date of accommodation request.
  - Physical disabilities: within one year of date of accommodation request. Documentation submitted by students with permanent physical disabilities (blindness, deafness, cerebral palsy, etc.) may not need to be as current as one year, but should still contain recommendations applicable to the college environment.
Please note that the guidelines listed above exist to assist students and their evaluators in preparing appropriate documentation to support the student’s request. Please contact the Director of Disability Services if you have questions or concerns about the documentation you need to submit. If the documentation submitted lacks a limited piece of information contained in these guidelines, accommodations may still be able to be approved.

**ODS reviews all accommodation requests on an individualized, case-by-case basis.** In assessing each request, ODS will consider the documentation submitted, as well as the student’s self-report of how his or her disability impacts him or her inside and outside of the classroom. Students are encouraged to submit documentation of past usage of accommodations in prior academic environments when applicable.

A copy of the student’s documentation will be maintained by ODS for five years from the time the student graduates or leaves the university. Diagnostic information and documentation is not shared with other administrators or faculty members without the student’s informed consent, except on a need-to-know basis, or where otherwise required by law.

**Documentation should be submitted to:**

**Director of Disability Services**  
Office of Student Success  
Stevenson University  
Garrison Hall South, Room 138  
100 Campus Circle  
Owings Mills, MD 21117  
Fax: (443) 352-4122

Please contact Disability Services at (443) 352-4920 if you have any questions regarding these documentation guidelines.