

## DOCUMENTATION GUIDELINES FOR A student

seek academic accommodations on the basis of a disability is responsible for obtaining the needed evaluation and resulting documentation, and for initiating contact with Access and Disability Services.

By itself, a medical diagnosis does not establish a need or an entitlement to accommodations under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act as Amended (ADA-AA). Another way of saying this is that having any disorder or condition does not, by itself, lead to any conclusion under Section 504 or the ADA. Therefore, the documentation required by Dickinson College extends beyond the medical diagnosis and encompasses the four key elements of a person's disability status under Section 504 and the ADA. Those key elements are that:

- the student has a physical or mental impairment
- the impairment limits the student's participation in a major life activity\*
- the degree of limitation is substantial and
- there is something that the college can do that would be reasonable, needed, and predictably effective in responding to the impairment.

Documentation that substantiates each of these four areas serves as a foundation that legitimizes a student's request for appropriate accommodations. If a student seeks accommodations on the basis of more than one disability, then more than one professional may need to be involved in developing the diagnoses and other documentation.

The Dean and Director of Access and Disability Services will review the documentation and collaborate with the student to determine reasonable and appropriate academic accommodations. Students are encouraged to schedule a conversation with the Dean and Director as soon as possible after submitting documentation.

## DOCUMENTATION REQUIREMENTS

EITHER: Complete our fillable *Documentation Form*, found at [www.dickinson.edu/ADS-form](http://www.dickinson.edu/ADS-form)  
OR submit documentation that meets the following requirements:

**The diagnosis must meet the criteria of a disability and must be made by a qualified professional.**

*The diagnosis must be made by a licensed physician or other qualified health care provider with experience and expertise in the area for which accommodations are being requested, and should specify the corresponding diagnostic code for the diagnosis using the International Classification of Diseases Manual, Ninth or Tenth Revision (ICD-9 or 10).*

*The diagnostician must be an impartial individual who is not a family member of the student.*

**Include relevant educational, developmental, and medical history.**

**Reflect and describe the current functional limitation the disability has on the student's learning or other major life activity and the degree to which it impacts the individual in the academic context.**

*The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's request for accommodations.*

**The diagnosis is supported by appropriate assessments and presents current symptoms.**

*Include a summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results.*

*Present medical information relating to the student's functional limitations and the condition's impact on the student's ability to meet the demands of the postsecondary environment.*

*Include any relevant information regarding medications prescribed and possible side effects.*

**Include specific recommendations for accommodations with accompanying rationale.**

*A connection must be established between the requested accommodations and the functional limitations on the student in the academic environment.*

**The report must be type-written on official letterhead and signed and dated by the evaluator, noting his or her credentials.**

Dickinson uses the Disability Documentation Guidelines recommended by AHEAD (the Association of Higher Education and Disability): <https://www.ahead.org/affiliates/connecticut/documentation>.

For a more detailed written explanation of the College's approach to disability accommodations, see our *Policy and Procedural Statement for Documentation of a Disability by Student*, found at [www.dickinson.edu/ADS-PPS](http://www.dickinson.edu/ADS-PPS).

Disability documentation should be sent to ADS in one of the following ways:

Email: [access@dickinson.edu](mailto:access@dickinson.edu)

Fax: 717-254-8139

Mail: Access and Disability Services, Dickinson College  
P.O. Box 1773, Carlisle, PA 17013-2896

Questions? Call (717) 245-1734

Our office hours are Monday-Friday 8:00am-4:00pm