



## University Disability Services

### Documentation Guidelines

The University Disability Services (UDS) provides academic services and accommodations for students with diagnosed disabilities. The documentation provided regarding the disability diagnosis must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended in 2008. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities. Documentation must contain current information (no more than 5 years old).

#### Disabilities Covered by the Above Laws:

- Learning disabilities (such as dyslexia, dysgraphia and dyscalculia)
- Medical health (such as cardiac disease, diabetes, arthritis, cancer, seizure disorder, etc.)
- ADD/ADHD
- Physical/mobility impairments (ambulatory, wheelchair)
- Hearing impairments
- Visual impairments
- Emotional/psychological impairments (such as bipolar disorder, depression, anxiety, etc.)
- Autism Spectrum Disorder
- Traumatic brain injury
- Temporary disabilities - disabilities existing only for a short period of time (6-months or less) as a result of injuries, surgery or short-term medical conditions

#### Documentation

There are multiple ways to provide Disability Services with documentation of your disability. Students should submit at least one of the following:

1. Full evaluation/diagnostic report
  - A psychological evaluation from a licensed psychologist or psychiatrist either faxed directly from the doctor's office or with original signatures.
  - This would provide the richest information to determine the best possible accommodations and supports.
  - Must include recommendations for accommodations.
2. Documentation that provides proof of diagnosis and prior accommodations.
  - IEP/504 plan

**Please Note:** The accommodations for higher education environments may be different from basic education environments. Although the documentation types mentioned above can provide us with the information necessary, we are not able to utilize the same accommodations in all cases. All accommodations will be discussed in the initial meeting with University Disability Services and provided on a case by case basis. Any other accommodations specific to your disability must be requested and approved.

3. Disability Verification Form
  - Must be completed and signed by a licensed healthcare professional
  - Available for download at <https://www.bloomu.edu/documents/disability-verification-formpdf>
4. **A healthcare professional can submit a letter of their own.** Please provide the following information to Disability Services on letterhead with the date and signature:
  - A diagnostic statement identifying the disability (with the date of diagnosis)
  - Severity of the disorder (mild/moderate/severe)
  - Recommended accommodations that may assist the student in minimizing the impact of the condition in an academic setting.

### **Important Notes Regarding Documentation**

The University Disability Services office will review and consider all pieces of documentation submitted. Documentation will assist our office in understanding how the disability impacts the student in an academic setting and the current impact of the disability as it relates to the accommodations requested.

Reviewing documentation is a collaborative process and each piece of documentation is handled on a case-to-case basis.

The eligibility determination process is determined when all required documentation is submitted and reviewed by the director at the initial meeting with the student. It is recommended that documentation be submitted well in advance of any accommodation related needs.

If you would like to discuss the documentation review process, you may speak with a Disability Services staff member or the director.

### **Housing Accommodations**

The University Disability Services office also works in conjunction with the office of Residence Life - Housing to provide appropriate housing accommodations to students who are approved for that accommodation through UDS. To request housing accommodations, students will need to:

- Complete the special housing accommodation request form at the time the housing application is submitted via the Residence Life webpage.
- Submit documentation to UDS as directed by the documentation guidelines.

Once those tasks are completed, the student will need to schedule a meeting with the director of University Disability Services. This meeting will be followed by a review of the housing accommodation request form and eligibility will be determined.