

**BREVARD COLLEGE**  
**Office for Student Accessibility and Disability Services**  
**[disabilityservices@brevard.edu](mailto:disabilityservices@brevard.edu)**

**112 ELC (Jones Library)**  
**Phone: 828-641-0653**  
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## Disability Documentation Guidelines

Students should initiate a request for services and/or appropriate accommodations by contacting the Director of Student Accessibility and Disability Services. In the context of documentation and accommodation planning, the student is considered to be a reliable and valid source of information on the impact of the disability and the effectiveness of accommodations. Through an interactive process, the Director will collaborate with the student to determine the most appropriate means to achieve academic and program access. In addition, students requesting accommodations on the basis of a disability are required to provide current and reliable documentation by a qualified professional. Disability-related information and records are not part of the admissions process; this type of documentation is confidential and is therefore maintained separately from academic records. All documentation of disability should be sent directly to the Office of Student Accessibility and Disability Services.

In order to establish that an individual is covered under the Americans with Disabilities Act and Section 504, the following is needed:

1. ***Registration and Request for Accommodation Form*** completed by the person requesting accommodations;
2. Current documentation prepared by a qualified professional relevant to the requested accommodations;
3. When applicable, verification of historical use of accommodations (IEPs, 504 Plans, or other accommodation approvals).

**Qualified Professional:** A qualified professional may vary according to the nature of disability, but is someone who has a professional relationship with the student (such as a physician, psychologist, audiologist, speech-language pathologist, Vocational Rehabilitation Counselor, physical therapist, optometrist, etc.) and is fully qualified to assess and verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

**What is Considered to be a Disability?** The federal definition of a person with a disability is one who (1) has a physical or mental impairment which substantially limits one or more major life activities as is

relative to the general population; (2) has a record of such impairment, or (3) is regarded as having such impairment. The determination of whether an individual has a disability is not based on the name or diagnosis of the impairment, but rather the impact the impairment has on one or more major life functions (living, learning, etc.) for the individual.

**What type of Documentation is Needed?** Documentation must reflect that the condition substantially limits a major life activity or major bodily function. In general, documentation of a disability should be typed on letterhead stationery or be in a report format and should include the following:

- The signature, printed name, title, professional credentials, and contact information of the evaluator (who is not a family member or in a close personal relationship with the student);
- The date of the most recent evaluation;
- A clearly stated diagnosis or condition;
- Relevant history of impact including any relevant educational, psychosocial, medical, developmental information;
- A description of the diagnostic methodology used; results or summary information should draw a direct link between the diagnosis and functional limitations of the disability;
- A clear description of the student's current functional limitations in an academic environment or residential setting. Information regarding if symptoms are constant or episodic, and the frequency and/or duration should be addressed;
- Description of current or past medications, auxiliary aids, assistive devices, support services, and/or accommodations, including their effectiveness in ameliorating functional impacts of the disability. (While accommodations provided in another setting are not automatically binding, they may provide insight in making current decisions.)
- Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services. (Note that recommendations will be considered, but are not necessarily applicable to higher education.)

**How Current Should Documentation Be?** The Director of Student Accessibility and Disability Services utilizes discretion in determining how recent documentation must be. Some conditions are permanent or non-varying, requiring less current documentation. Other conditions are subject to changing impact and may warrant more current documentation. In some circumstances, provisional accommodations may be allowed for a limited period of time until the student can obtain more current documentation.

**When Should Documentation be Submitted?** It is recommended that admitted students submit academic requests in a timely manner prior to the beginning of the semester. (Refer to the non-academic accommodation request guidelines to know the necessary request timelines.) Students may submit accommodation requests and supporting documentation at any time; however, students should be aware that some types of accommodations require extra time to arrange. Approved accommodations cannot have retroactive application. Submission or receipt of documentation is not the same as making a request for accommodation services.

**What is Insufficient Documentation?** A high school Individualized Education Plan (IEP) or a 504 Plan may provide helpful information, but alone does not contain sufficient documentation of a disability. Similarly, official medical records, medical chart notes, or prescription pad notations, and documents prepared for specific non-educational venues (ie Social Security Administration, Department of Veteran's Affairs, etc.).

**How can I update my Documentation if Necessary?** Please be aware that Brevard College does not have diagnostic services available. Students can be referred to community providers upon request. Should a student need to update or obtain documentation, health insurance may cover this service. A student may also apply to Vocational Rehabilitation Services, a state-federal program, to determine if this assessment may be covered if a clear link is seen between the disability and employment. For more information, students should contact their state or local Vocational Rehabilitation Agency. Additional information can be located on <http://www.jan.wvu.edu/cgi-win/TypeQuery.exe?902>.

**All records and documentation pertaining to a student's disability are confidential.**

**Disability-related records are maintained separately from academic files and are excluded from free access under FERPA (Family Rights and Privacy Act).**

Documentation should be submitted to:

Director of Student Accessibility and Disability Services  
Brevard College  
1 Brevard College Dr.  
Brevard, NC, 28712  
828-884-8131