

**Academic Development Center
Colby-Sawyer College**

Guidelines for Documentation of Medical/Systemic Disabilities

Any student with a documented disability is eligible for reasonable and appropriate accommodations. Students must first declare the disability to the Academic Development Center and provide adequate documentation. The documentation enables the Learning Specialist to determine reasonable academic adjustments that are appropriate for the student's needs. Disability documentation must confirm the nature and extent of the disability, and it must support the necessity of all accommodation requests. Testing or diagnosis performed by a family member is unacceptable. If the submitted documentation is incomplete, the college can require additional documentation. The cost of this additional documentation is the responsibility of the student. If the submitted documentation is complete but the college requests a second professional opinion, the cost will be incurred by the college.

The Academic Development Center works in collaboration with the Baird Health and Counseling Center in evaluating documentation and accommodation requests for psychiatric and medical/systemic disabilities.

The following guidelines will assist in ensuring that documentation appropriately supports requests for reasonable accommodations. The Learning Specialist is available to consult with diagnosticians regarding any of these guidelines.

Format/Qualification Requirements:

- Must be on official letterhead of the professional service provider
- Must be conducted by a qualified professional (e.g. licensed physician)
- Must include physician's name, signature, title, phone number, and address
- Must state date(s) of diagnosis and/or treatment

Documentation for *Systemic/Medical Disabilities* must include all of the following components:

- Identification of the disabling condition(s);
- Assessment of the functionally limiting manifestations of the condition(s) for which academic or other kinds of accommodations are requested;
- Suggestions as to how these manifestations of the condition may be accommodated;
- Medications and any accompanying side effects experienced by the student which may impact academic performance.

Academic Accommodations

Academic accommodations provided are designed to meet a student's disability-related needs without fundamentally altering the nature of the instructional program or altering any directly related licensing program. They are not intended to provide remediation (instruction in basic skills not acquired earlier in the educational process, such as basic grammar or basic math).

*To ensure that your assessment is comprehensive,
please share this document with your clinician before testing.*

Questions? Please call us at the Center (603) 526-3711 or email learning@colby-sawyer.edu.