

## DOCUMENTATION GUIDELINES FOR STUDENTS SEEKING ACCOMMODATIONS

**For learning, processing, or a cognition related disability**, you will need to submit one of the following:

- A high school Individual Education Plan (IEP)
- A 504 Plan

*This documentation must be dated within the last 5 years prior to the time of enrollment. We also highly encourage you to submit a Psychoeducational Evaluation with the IEP or 504 Plan. Please contact our office with any questions.*

**For physical or sensory disabilities of a permanent or unchanging nature**, you will need to submit documentation of that disability, but it does not need to be within any timeframe.

**For all other disabilities**, the documentation must be printed on official letterhead and signed by a qualified, licensed professional in the appropriate area of expertise and must be current, *within the last 5 years prior to the time of enrollment. Please give this document to your qualified licensed professional.*

### **Guidelines for the qualified, licensed professional\*:**

- Must be printed on official letterhead \*\*
- Provide a recognized diagnosis for the disability using the standard diagnostic criteria
- Describe the functional limitations as a result of the disability
- Provide evidence that the disability significantly impacts a *major life function* (see below\*\*\*) relevant to performance in college.
- Identify and describe the current need for **suggested accommodations** relevant to performance in college.

*\*Professionals cannot evaluate members of their own families.*

*\*\*Please note that the documentation **cannot be on a prescription pad.***

*All documentation can be faxed, emailed, or sent by US mail and remains confidential at all times (see top right hand corner for contact information).*

If you have any questions, please contact Elizabeth Mobley, responsible for Disability Support Services at Shepherd University (*see top right hand corner*).

\*\*\*The term “disability” means with respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life functions of such individual; The *major life functions* as defined by the Americans with Disabilities Act Amendments of 2008 include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others; and the operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatics, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within the body system; (b) a record of such an impairment; or (c) being regarded as having such an impairment.