

## **GUIDELINES FOR DOCUMENTATION:**

Students who are seeking disability support services from Vincennes University for mobility and chronic health disabilities are required to submit documentation to the Office of Disability Services for review. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students with verified disabilities who are otherwise qualified to attend the university are protected from discrimination and assured equal access to educational programs.

1. Vincennes University recognizes that “mobility disability” and “chronic health disability” are generic terms that can refer to a variety of conditions of short or long duration. The documentation must contain information regarding four important areas:
  - a) Evaluator qualifications;
  - b) Current level of functioning;
  - c) Comprehensive evaluation to support the diagnosis of a mobility or chronic health disability, including evidence to establish the current functional limitation(s) of the condition supporting the need for accommodations; and
  - d) Multiple diagnoses (if any).
2. A qualified professional must conduct the evaluation: qualified evaluators are defined as those licensed individuals who are qualified to evaluate and diagnose mobility and/or chronic health disabilities or who may serve as members of a diagnostic team. Diagnoses of physical disabilities documented by family members will not be accepted because of professional and ethical considerations even when the family members are otherwise qualified by virtue of training and licensure or certification. Finally, the name, title and credentials of the qualified professional writing the report should be included. Information about licensure or certification, including the area of specialization, employment, and the state in which the individual practices, should also be clearly stated in the documentation. All reports should be in English, typed, dated and signed.
3. Although some individuals have long-standing or permanent diagnoses, because of the changing manifestations of many mobility and chronic health disabilities, it is essential to provide recent and appropriate documentation from a qualified evaluator that is relevant to the specific educational environment. Since reasonable accommodations are based upon the current impact of the disability, the documentation must address the individual’s current level of functioning and the need for accommodations. If the diagnostic report is not current, a recent letter detailing the current level of functioning completed by the diagnosing professional must be submitted with the diagnostic report.
4. Documentation necessary to support the diagnosis must be comprehensive. In most cases, documentation should be based on a comprehensive diagnostic/clinical evaluation that adheres to the guidelines outlined in this document. In addition to a history of presenting symptoms, date of onset, duration and severity of the disorder, and relevant developmental and historical data, the diagnostic report should include the following components:

- a) a specific diagnosis. Clinicians are encouraged to cite the specific objective measures used to help substantiate diagnoses. The evaluator should use definitive language in the diagnosis of a mobility of chronic health disability, avoiding such speculative language as “suggest,” “has problems with,” or “could have problems.”
  - b) a description of current functional limitations in the academic and employment environments, as well as across other settings. The description should include medical information describing the degree to which the current functional limitations restrict the condition, manner, or duration under which the student can perform specified major life activities.
  - c) relevant information regarding any medications that may impact the student. Given that many individuals benefit from prescribed medication and therapies, a positive response to medication in and of itself neither supports nor negates the need for accommodations.
  - d) relevant information regarding current treatment for this or any other relevant conditions.
  - e) evidence that alternative etiologies or explanations have been considered in a differential diagnosis. The clinician must describe the degree of impact of the disorder on a specific major life activity, as well as the degree of impact on the individual. A link must be established between the suggested accommodations and the functional limitations of the individual that are pertinent to the anticipated education setting.
5. Multiple diagnoses may require a variety of accommodations beyond those typically associated with only a single diagnosis, and therefore the documentation must adhere to Vincennes University policy. For example, when accommodations are requested based on multiple diagnoses, documentation should also comply with VU policy statements pertaining to the documentation of these specific conditions.

These guidelines are provided so that the Office of Disability Services can respond appropriately to the individual needs of the student. Disability Services reserves the right to determine eligibility for services based on the quality of the submitted documentation and to request updated documents.

Please submit documentation and/or inquiries to:

Vincennes University  
Office of Disability Services  
1002 N. First Street  
Vincennes, IN 47591  
Phone: 812/888-4501  
Fax: 812/888-2087  
[disability@vinu.edu](mailto:disability@vinu.edu)

**All documentation is confidential**