

Guidelines for Documentation: Temporary Disabilities

Students who are seeking accommodations from Vincennes University for temporary disabilities are required to first 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.

Students requesting accommodations for a temporary disability must provide documentation of the disability/health condition before academic accommodations will be provided. The diagnosis of a disability or medical condition must be current and provide justification for the accommodation(s) the student is requesting. All documentation must be provided by a qualified professional such as a physician or other qualified professional. The credential of the evaluator, including profession and certificate or license number, must be clearly stated in the documentation, and documentation must be written on the professional's letterhead stationery (prescription pad notes are not acceptable forms of documentation).

The following guidelines are provided in the interest of ensuring that evaluation reports are appropriate to 1) document eligibility and 2) support requests for reasonable accommodations and/or auxiliary aids.

Temporary disability documentation usually takes the form of a medical assessment. It must be a comprehensive assessment including:

- Descriptions of the diagnostic criteria and diagnostic test(s) used to establish the existence of the disability or medical condition;
- Functional impact of the disability on specific major life activities (e.g., learning, walking, talking, concentrating, seeing);
- Treatments, accommodations, assistive devices, and support services currently employed to ameliorate the disability or minimize its impact; and
- Recommendations and the rationale for proposed accommodations, assistive devices, and support service.

These guidelines are provided so that the Office of Disability Services can appropriately determine the needs of the individual student. The office reserves the right to request additional documentation, and determine eligibility based on the quality of the submitted documentation.

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

All documentation is confidential