

**Office of Disability Services
Documentation Requirements for Academic Accommodations**

Requirements for acceptable documentation (**must provide at least one of the following**):

1. Diagnostic Narrative (letter) from your medical provider/professional must meet the following criteria:
 - Typed, on letterhead signed and dated
 - Includes diagnosis (including severity and/or expected progression for temporary disabilities)
 - Provide information regarding functional limitations or symptoms that should be considered in a postsecondary academic setting.
 - Current or past accommodations (if applicable)

Note: your provider must have the appropriate credentials to diagnose and treat your specific condition or disability.

2. Diagnostic test reports:
 - Typed, on letterhead signed and dated
 - List of all tests administered with all test scores and interpretations.
 - Identification of global intelligence (IQ)
 - Assessments of achievement and information processing
 - Diagnostic summary
 - Provide information regarding how specific symptoms may affect class participation by the student.
 - Current or past accommodations (if applicable)

3. IEP or 504 plan:
 - Complete IEP or 504 plan
 - Includes diagnosis
 - Current or past accommodations

*Send all documentation to the office of **Disability Services** using one of the following ways:*

Email: DisabilityServices@vinu.edu

Confidential Fax: **812-888-2087**

Mail: **Office of Disability Services 1002 N. First St, Vincennes, IN 47591**