

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.