DOCUMENTATION GUIDELINES
FOR
PHYSICAL DISABILITY

Policy:
Federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) established the rights of individuals with disabilities. Hudson Valley Community College is committed to compliance with all applicable federal laws and regulations regarding the reasonable accommodation needed to provide equal opportunity to qualified individuals with disabilities. Final determination as to the appropriateness of an accommodation to the college setting is evaluated on a case by case basis. In accordance with federal and state regulations disability related information will be treated in a confidential manner.

Procedure:
A student is responsible for providing documentation that supports his/her request for accommodation. It is important that the documentation clearly establish that the student has a disability as defined by federal regulations and that the documentation clearly supports the individual’s request for accommodation. The following documentation guidelines are provided in the interest of ensuring that documentation of a disability demonstrates a significant impact on major life activity and supports the individual’s request for accommodation.

Documentation Guidelines
1. **Qualified professional must conduct the evaluation**
An evaluation must be conducted by a qualified professional. Professionals conducting assessments should have appropriate training in diagnosing physical impairments. The name, title, and professional credentials of the evaluator should be clearly stated in the documentation. All reports should be on letterhead, typed, dated, signed, and otherwise legible.

2. **Documentation should be current**
The provision of accommodations is based upon assessment of the current impact of the student’s disabilities. Documentation that is outdated or inadequate in scope or content; does not address the student’s current level of functioning; or does not address changes in the student’s performance since the previous assessment was conducted may not support requested accommodations. When appropriate, additional supportive documentation will be requested.

3. **Documentation necessary to substantiate a disability should be comprehensive**
   - A statement, on **letterhead**, by a qualified health professional.
   - A summary of assessment procedures and evaluations of resulting in the diagnosis of the physical disability.
   - The statement should include a specific **diagnosis**, explanation of specific **functional limitations**, and any **recommendations** for support.
- List of current medications related to disability and side effects that may impact on the student academically (i.e. may cause drowsiness).
- When warranted, medical information relating to the student should also include the impact of medication on the student’s ability to meet the demands in the postsecondary environment.

** These guidelines are not meant to be used exclusively or as a replacement for direct communication with the Disability Resource Center regarding the individual nature of a disability. While submitted documentation meeting the above guidelines may be acceptable to Hudson Valley Community College it is important to be mindful that they may/may not meet the documentation guidelines required in other academic or testing organizations (e.g., special certifications, Board examinations, standardized tests for admission to graduate schools, law schools, etc.).