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 reasonable accommodation needed to provide equal opportunity to qualified individuals with disabilities. Final determination as to the appropriateness of an accommodation to the University 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. A qualified professional must conduct the evaluation
   - An evaluation must be conducted by a qualified professional.
   - Professionals conducting assessments and rendering diagnoses should have appropriate training in diagnosing psychological/psychiatric disorders.
   - The name, title, and professional credentials of the evaluator, including information about license or certification should be clearly stated in the documentation.
   - All reports should be on letterhead, typed, dated, signed, and otherwise legible.
   - Documentation must be submitted by a qualified professional who is not a family member of the student regardless of whether or not they are licensed to practice in NYS.
   - Please see next page for detailed outline of documentation requirements.

2. Documentation should be current
The provision of accommodations is based upon assessment of the current impact of the student’s disabilities on his or her academic performance. Documentation that is outdated or inadequate in scope or content; does not address the student’s current level of functioning; or does not address changes in the student’s performance since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

3.a. Evidence of Existing Impairment:
   - A statement, on letterhead, by a qualified health professional.
   - *Statement of diagnosis(es) as per the DSM-IVR including 1 Axis1-5*
   - Date and/or age of onset of psychiatric disorder
   - Date of last psychiatric evaluation
   - Discussion of Co-morbid conditions, if appropriate

3.b. Presenting Issues
   - *functional limitations, current status* of the student,
   - information regarding the individual’s presenting issues (ongoing difficulties and behaviors) that significantly impact functioning in a postsecondary setting
   - These recommendations should be supported by the evaluation;

3.c. Current Medications:
   - Please include a list of current medications including dosages and frequency; as well as a description of any adverse side effect due to medication that might impact on student academically.

3.d. Recommendations:
   - Please give brief discussion of prior accommodations received and rational for those accommodations.
   - Please specify current recommendations regarding academic adjustments, auxiliary aids and or services including a rationale for each based on the student’s functional limitations.

Documentation must include Name, title, license # with state (if applicable), address, phone number, fax number, e-mail address and signature of Evaluator. (Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so)

** These guidelines are not meant to be used exclusively or as a replacement for direct communication with the Center for Access and Assistive Technology 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.).

Documentation may be submitted to the Center for Access and Assistive Technology via:

Fax: 518-629-4381

Mail: Center for Access and Assistive Technology
   Hudson Valley Community College
   Siek Campus Center, Room 130
   80 Vandenburgh Avenue
   Troy, NY 12180-6096