

LOW VISION OR BLINDNESS

Documentation Guidelines for a Vision Disability *DISABILITY SERVICES for STUDENTS at The Cove* Cedarville University

Disability Services provides services to qualified students with low vision or blindness. In order to determine eligibility for services and appropriate accommodations, current and comprehensive documentation must be provided by the diagnosing ophthalmologist, optometrist, or other appropriately licensed professional. The diagnosing professional must be an impartial individual who is not a family member of the student.

Documentation must be typed or printed on official letterhead, dated and signed by the professional evaluator with information regarding the licensed professional's title and/or certification indicating the area of specialization, address and phone number.

The following documentation guidelines are provided in the interest of assuring that the documentation demonstrates the disability *substantially limits* a major life activity, *including learning*, is appropriate to verify eligibility, and supports the request for accommodations, academic adjustments, and/or auxiliary aids. Recommended documentation should include:

1. A clear diagnosis of the visual disability, date of diagnosis, and date of last contact with the student.
2. A summary of assessment procedures and evaluation instruments used to make the diagnosis providing both the quantitative and qualitative information about the student's abilities including visual acuity, use of corrective lenses, and ongoing visual therapy, (if appropriate).
3. A description of symptoms that meet the criteria for the diagnosis.
4. A description of the progression of this disability, if applicable.
5. A description on how this disability may impact this student both academically and/or physically (functional limitations).
6. A list of current medication(s), dosage, frequency, and adverse side effects.
7. Recommendations regarding strategies and/or accommodations, e.g. extra time for exams, enlarged print, and e-text which would be appropriate for the student based on the information gathered, testing results, and observations of performance. A rationale should be included for each of the suggested accommodations.

8. Written verification from previous college, if applicable. Transfer students are encouraged to provide written verification from the previously attended school, which includes the dates served and the accommodations used.

Documentation accepted at Cedarville University might not be accepted by other institutions, agencies and/or programs (e.g. testing agencies, licensure exams, certification programs). Please check with the specific institutions and/or programs to determine their documentation requirements.

NOTE: Disability Services maintains disability files and diagnostic testing information for seven years after the student graduates, transfers, or leaves the university. After that time, the confidential files are destroyed. If a student does not attend Cedarville University but has submitted documentation, the files will be destroyed after two years. Consequently, students should keep a copy of their diagnostic information.

Documentation can be delivered personally, by mail or fax to:

Marilyn Meyer
Coordinator of Disability Services
217 Center for Biblical and Theological Studies
Cedarville University
251 N. Main Street
Cedarville, OH 45314
Phone: 937-766-3843
Fax: 937-766-7419 (*Effective July 21, 2008*)