

MOBILITY, SYSTEMIC OR HEALTH-RELATED DISABILITIES

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

Disability Services provides services to qualified students with mobility, systemic or health-related disabilities. Individuals qualified to render a diagnosis of a medical disability are medical doctors or other appropriately trained and licensed healthcare professionals. The 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 and services. Recommended documentation should include:

1. A clear statement of the medical diagnosis, date of diagnosis, and date of last contact with the student.
2. A statement as to whether the student is currently under the physician's care.
3. A list of current medication(s), effectiveness, and adverse side effects that may negatively impact the student in a competitive academic environment.
4. A description of treatment and how it might impact the student academically, if student is currently undergoing medical treatment.
5. A major life activity assessment indicating **major life activities that may be affected** by the medical condition as well as the **severity of the limitation(s)**. Life activities such as talking, hearing, breathing, standing, caring for oneself, reaching, lifting, walking, seeing, writing, performing manual tasks, sleeping, learning, reading, thinking, concentrating, memorizing, and interacting with others. Severity being Mild, Moderate, Substantial, or Don't Know.
6. A description of how the medical condition may result in specific functional limitations in an academic setting (e.g., problems sitting for long periods of time, unable to type for more than ten minutes, or unable to walk more than 50 feet without fatigue).
7. The expected duration of the disability.

8. A description of any situations or environmental conditions that might lead to an exacerbation of the condition.
9. Recommendations for strategies and/or accommodations that would be appropriate for the student in the academic environment. A rationale to support the recommendations should be provided.
10. 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*)