

## TRAUMATIC BRAIN INJURY

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### Documentation Guidelines for Traumatic Brain Injury *DISABILITY SERVICES for STUDENTS at The Cove* Cedarville University

Disability Services provides services to qualified students with a traumatic brain injury. Traumatic brain injury is considered a medical or clinical diagnosis. Individuals qualified to render a diagnosis for this disorder are professionals who have been trained in the assessment of a Head Injury or Traumatic Brain Injury. Recommended professionals may include neurologists, rehabilitation counselors, neuropsychologists, and psychiatrists. 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. Recommended documentation includes all of the following:

1. A clear statement of the head injury or traumatic brain injury and the date of injury.
2. A statement describing the current impact the head injury has on the student's functioning (e.g. physical, perceptual, behavioral, or cognitive), particularly as it relates to the student's ability to function in a competitive academic environment.
3. A summary of cognitive and achievement measures used and evaluation results including standardized scores used to make the diagnosis.
4. A summary of present residual symptoms which meet the criteria for diagnosis.
5. A list of current medications, dosage, frequency, and adverse side effects that may impact the student's ability to meet academic demands.
6. A statement of the functional impact or limitations of the disability on learning or other major life activities and the degree (Mild, Moderate, Severe) to which it impacts the individual in an academic environment.
7. Recommendations for strategies and accommodations that would be appropriate for the student based on the information gathered, testing results, and observations of performance.

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*)