

Section 504 of the Rehabilitation Act of 1973 states that: "No otherwise qualified person with a disability in the United States...shall, solely by reason of...disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance."¹

We are mandated by law to provide equal access to students with disabilities. The Coordinator of Student Disability Services will review the student's documentation, interview the student, and determine appropriate accommodations according to the functionality of the student's disability.

Guidelines for Documentation

- Documentation must be prepared by a professional who is licensed to practice within a field directly related to and associated with the student's condition. The professional should not be related to the student.
- Documentation must be printed on official stationery and include the printed name, contact information, and signature of the provider.
- A summary of assessment procedures and evaluation instruments used to determine the diagnoses must be included. It is acceptable for a student with ADHD or ADD to submit a summary from a physician who has been treating the student.
- Finally, documentation must describe functional limitations caused by the condition, clearly demonstrating the severity, frequency, and pervasiveness of each. In addition, it must provide a clear relationship between the limitations and specific major life activity or activities.

¹ *Section 504: The Law & Its Impact on Postsecondary Education*, HEATH Resource Center, American Council of Education.