Disability Services Documentation Guidelines

Policy

East Central University is committed to compliance with all applicable federal and state laws and regulations regarding the reasonable accommodations needed to provide equal opportunity to qualified individuals with disabilities. In accordance with federal and state regulations disability related information will be treated in a confidential manner.

Procedure

The student is responsible for providing documentation that supports his/her request for accommodation. It is important that this documentation clearly establishes that the student has a disability as defined by federal regulations, and clearly supports the individual’s request for accommodation.

The student with a disability may request accommodations by contacting Disability Services to schedule an intake appointment. Students are requested to send current documentation of disability prior to this appointment. Final determination as to the appropriateness of an accommodation in the University setting is evaluated on a case by case basis, taking into consideration student’s self-report, personal observations, and diagnostic statements or records completed by a professional. In some circumstances additional information may be required to make a final determination; if this occurs it is the student’s responsibility to provide additional documentation.

Guidelines

Documentation on file for the applicant must:

- Clearly state the diagnosed disability or disabilities.
- Describe the functional limitations resulting from the disability or disabilities.
- Establish the impact of the disability relative to the educational setting.
- Be typed or printed on official letterhead and be signed by a professional qualified to make the evaluation. Must include information about area of specialization and license or certification (in the U.S.).

Documentation may:
- Include recommendations for specific accommodations or technology.

- Include limitations related to side effects from medications intended to ameliorate the effects of the disability.

- Describe relevant current or past services, accommodations, or modifications (Some past accommodations may not be appropriate in a higher educational setting, and ECU is not obligated to provide accommodations which are not reasonable or constitute a fundamental alteration of a program or an undue financial burden to the University.)

**Appeals**

If a student disagrees with an eligibility determination, he/she should contact the coordinator of Disability Services. If a suitable resolution cannot be reached, the student should follow the grievance procedures outlined in the Disability Services Policies and Procedures Manual.