

BSC Student Accessibility Policy C

Documentation Policy

Guidelines Regarding Student Documentation

BSC is committed to providing accommodations for individuals with disabilities based on the documentation provided. To fulfill this commitment, BSC has established the following guidelines and expectations.

1. To be considered a student with a disability under the law, the individual is responsible for providing documentation that substantiates his/her claim. The two purposes for providing documentation are: 1) to establish whether an individual is a person with a disability and; 2) provide a rationale for identifying and implementing reasonable accommodations.
2. The student will be asked to provide relevant and current written documentation of a disability for which accommodation(s) are needed (see Appendix H, Request for Documentation). Documentation is usually considered “current” if it is within the past three years, however, the age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student’s request for accommodations. For instance, due to the changing nature of psychiatric conditions, documentation should be no older than one year or, if it is older than one year, the student should provide a letter from the psychologist/psychiatrist giving an update of the diagnosis, current treatment and current functional limitations. With regard to learning disabilities that require assessments such as ability or achievement testing for diagnosis, the assessments which are utilized and provided for documentation should be normed for adult populations since the student attending college is usually an adult. Documentation should be from an appropriate credentialed professional, who is not a relative, and it should clearly specify the existence of a disability as defined under the law. To accomplish this, documentation must demonstrate that the physical or mental disability creates a substantial limitation to a major life activity (e.g. learning). It should also define functional limitations and explain the need for reasonable accommodation. (See Appendix B, Guidelines for Disability Documentation).
3. Disability Category: Suggested Professional Diagnosticians to be consulted:

a. ADD, ADHD	Psychologist, Psychiatrist, Physician
b. Psychological /Psychiatric	Psychologist, Psychiatrist
c. Visual Impairment	Ophthalmologist
d. Hearing Impairment	Certified Otologist, Audiologist
e. Learning Disability	Psychologist, Neuropsychologist, School Psychologist, Licensed Learning Disabilities Specialist
f. Physical Disability or Systemic Illness	Physician, Nurse Practitioner

4. Occasionally, the documentation a student provides may not be sufficient to make a determination regarding disability and/or “appropriate reasonable accommodation.” Under these circumstances, the SA Office may require that the student provide additional or more “current” information. This documentation should be from an appropriate credentialed professional and should clearly specify the existence of a disability, define functional limitations, and explain the need for the requested, reasonable accommodation. This documentation must demonstrate that the physical or mental disability creates a substantial limitation to a major life activity (e.g. learning). (See Appendix B).
5. BSC is not obligated to provide accommodations in the absence of appropriate documentation, but BSC will work with the student and make referrals to community resources that may help them obtain any needed documentation. Accommodations will only be implemented after the student’s disability needs are documented. Prior history of an accommodation does not, in and of itself, warrant its continued provision.
6. Any costs related to BSC’s request for documentation will be the responsibility of the student.
7. Any written documentation regarding a student’s disability should be sent to the SA Office where it will be placed in a secure file for purposes of confidentiality.
8. Documentation will be kept on file in the SA Office for five years. After that time, documents will be appropriately disposed of (see Appendix D).

History of This Policy:

First policy draft August 15, 2004

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