



Documentation Guidelines

General Information

Accessibility and Accommodations is committed to providing reasonable and appropriate accommodations and services to students with disabilities in order to ensure equal access to programs, activities, and opportunities at St. Francis College. We engage in an interactive process with each student who self-identifies, and review requests for accommodations on an individual basis. To determine reasonable accommodations, each student's condition(s), history, experiences, and requests, as well as the characteristics and requirements of each SFC course and program are evaluated. Students are considered a vital source of information in determining accommodations that are reasonable and appropriate; however, we request documentation from a qualified source in order to establish the presence of a disability and the impact on learning and/or living in a postsecondary environment. Please note:

- Individualized Education Plans (IEPs), 504 Plans, and Summaries of Performance (SOPs) can provide helpful information regarding disability, however these documents in isolation may be insufficient to determine appropriate accommodations in the postsecondary environment.
- Prior receipt of accommodations will inform the process to determining appropriate accommodations, however, the exact accommodations are not guaranteed as the courses and program of study at SFC must be considered.
- Students are encouraged to submit evaluative reports, such as neuropsychological evaluations completed for IEP revisions, which may assist in determining appropriate accommodations.

Guidelines

Documentation should meet the following criteria.

1. Qualified professional: Professionals conducting assessments, diagnosing specific conditions, and/or making recommendations for accommodations must be qualified to do so. The name, title, license number (if applicable), address, phone number, date of evaluation, and signature of the evaluator must be included on the submitted documentation.
2. Diagnosis(es): The student's current conditions should be described, including date of diagnosis, and any relevant developmental, psychiatric/psychological and/or medical history.
3. Current Impact: Information provided should include the student's current symptoms and the functional limitations that result from these symptoms, as well as any mitigating factors, including medications or treatments. A reasonable time frame for current documentation will vary depending on the condition to be documented.
4. Recommendations: Specific recommendations for accommodations that are directly linked to the functional limitations, in the postsecondary environment.