

Guidelines for Medical Disability Documentation

The following guidelines are provided for evaluators, physicians, medical professionals, students and family members to guide the process of submitting documentation to Gordon College.

- Documentation submitted should be current and relevant, printed on official letterhead, and signed by the credentialed professional. **Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so.**
- Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.
- A Summary of Performance (SOP), Individualized Education Program (IEP) and/or a 504 Plan may not be sufficient in determining accommodations in college.
- Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.
- While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.
- Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations at Gordon College.

Diagnosis

- Statement of diagnosis(es) or impairment(s)
- Date and/or age of onset of medical/health impairment
- Discussion regarding the existence of any other conditions (if applicable)

Presenting Issues and background history

- Information regarding the individual's presenting issues
- Discussion of the nature, frequency and severity of symptoms
- Discussion of pertinent background information and history of any prior accommodations received

Current Medications

- Description of any current treatments including frequency (if applicable)
 - List of current medication(s) including dosage(s) and frequency (if applicable)
- Please describe any adverse side effects due to medications (if applicable)

Recommendations

Specific recommendations regarding academic adjustments and/or services including a rationale for each based on the student's functional limitations.

Documentation may be submitted to the ASC:

**Academic Success Center
Gordon College
255 Grapevine Road
Wenham, MA 01984**

Email: ASC@gordon.edu

Guidelines/Checklist adapted from the University of Connecticut, Center for Students with Disabilities

