



## **Academic, Dining, and Housing Documentation Guidelines**

The general purpose of disability or diagnosis documentation is to verify the eligibility for accommodations as protected under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (1990), and the Americans with Disabilities Amendments Act (2008).

The individual providing a diagnosis should be a credentialed professional who is either qualified to assess and diagnose the student's condition, and/or part of the student's treatment for a previously diagnosed condition.

### **Required Documentation Elements:**

To determine eligibility for academic accommodations at Oklahoma State University, documentation must include the following:

- **Student's Full Name and Date of Birth**
- **Disability Diagnosis**
  - Documentation must identify a diagnosis that limits one or more life activities.
  - SAS may waive documentation requirements for a student whose disability is readily apparent or obvious (e.g., paralysis, total blindness, deafness).
- **Functional Limitations**
  - A clear description of how the disability limits the student's participation in an academic setting.
  - For disabilities that are episodic or variable, documentation should address the nature, frequency, and severity of symptoms during active episodes and how they impact major life activities.
- **Professional Credentials**
  - Documentation must be on official letterhead and include:
    - Date and signature of the evaluator
    - Name, title, and professional credentials of the provider
    - Information about the provider's license or certification

## **Acceptable Forms of Documentation:**

Student Accessibility Services (SAS) accepts various forms of documentation that meet the above requirements, including:

- Individualized Education Programs (IEPs) and 504 Plans
  - These documents are generally accepted if they include relevant diagnostic information, current functional impact, and previous accommodations.
- Psychoeducational or neuropsychological evaluations
- Medical records or clinical evaluations
- Letters or reports from treating physicians, psychologists, or other licensed professionals

It is important to recognize that accommodation needs can change over time and are not always identified during the initial intake process. A prior history of accommodation, without demonstration of current need, does not in and of itself warrant provision of a like accommodation. SAS will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

## **Confidentiality Statement:**

All documentation submitted to SAS is handled in accordance with applicable privacy laws and university policies. Documentation is used exclusively to determine eligibility for accommodations and will not be shared outside the office.