



Student Accessibility Office

Documentation of Disability Form – Academic Accommodations

Dear Provider:

The Student Accessibility Office at the University of Saint Joseph complies with federal and state disability laws that prohibit discrimination and require that universities ensure equal access for qualified persons with disabilities to educational programs, services and activities. Please complete the form below to assist the Student Accessibility Office in determining your client’s eligibility for disability services.

Please note:

- Any documentation provided to the Student Accessibility Office becomes part of the student’s “educational record,” pursuant to the Family Educational Rights and Privacy Act (FERPA). Under the privacy protection and access provisions of FERPA, the student has the right to inspect his or her own educational records, if requested.
- A learning disability or ADHD diagnosis may be accompanied by a current, appropriate psycho-educational evaluation, including the diagnostic test scores.
- Documentation for vision or hearing loss should include an acuity and/or audiology report that addresses the current impact of the disability as well as information about the specific assistive technology currently used by the student.

To Be Completed by Diagnostician or Treating Professional

Student’s Name: _____ Date: _____

Practitioner Name & Title: _____

Name of Clinic or Private Practice: _____

Phone: _____ Address: _____

License or Certification Number: _____ State: _____

Specialty/qualification to make diagnosis: _____

Date of last appointment: _____ Next appointment: _____



SECTION I – DIAGNOSTIC INFORMATION

Formal diagnosis (*per the DSM V or ICD, if applicable*): _____

Date of diagnosis and expected duration (*temporary, permanent, chronic, episodic/recurring*): _____

Rationale or methodology used to reach the diagnosis: _____

Symptoms that meet the criteria for diagnosis: _____

Current medication(s), dosage frequency, and adverse side effects: _____

Frequency of treatment, including recent or anticipated hospitalizations: _____



SECTION II – DETERMINATION OF DISABILITY

Please discuss the impact of the diagnosis on the student’s functioning in a college environment.

Which major life activities are substantially limited by the diagnosis? _____

How does the diagnosis impact or impair the student in the classroom/academic environment?

Please note: To be eligible for services/accommodations, your client must have a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and Amendments (ADAA).

These laws define a person with a **disability** as one who:

- (1) has a physical or mental impairment which substantially limits one or more major life activities, or
- (2) has a record of such an impairment, or
- (3) is regarded as having such an impairment.

Substantial Functional Limitation: Client is restricted in comparison to the average person in the general population as to the conditions, manner, or duration under which major life activities can be performed.

Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and functions including, but not limited to, the immune system, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, and reproductive functions.

Accommodations: Modification to policy, procedure, or practice which may include the provision of auxiliary aids and services designed to afford students with disabilities equal access to all programs and activities.



SECTION III – PROFESSIONALLY RECOMMENDED ACCOMMODATIONS

If appropriate, please discuss academic accommodations that you recommend for this student, based on the impact of the diagnosis on the student in the college environment. Please include a discussion/rationale for each recommended accommodation.

Please state alternatives to meet the documented need if the above requests cannot be met.

Please discuss the impact on the student’s ability to function at USJ if the accommodation(s) cannot be provided.

Provider’s Signature: _____ Date: _____

Please return form to:
Student Accessibility Office
University of Saint Joseph
1678 Asylum Avenue
West Hartford, CT 06117

Phone: 860-231-5730
Fax: 860-512-7293
Accessibility@usj.edu