Guidelines for Documentation

A student requesting reasonable accommodations is responsible for providing documentation that clearly identifies their condition and provides sufficient information regarding the manifestation of the condition to permit Utah Tech University (UT) to determine as to whether the requested adjustments are appropriate and reasonable.

Proper documentation is critical in determining eligibility for accommodative services. The guidelines listed below will assist Disability Resource Center (DRC) staff in determining eligibility for the purposes of academic accommodations at UT.

The documentation should address each of the following:

1) Documentation must be typewritten on business letterhead from a **licensed professional who is not related to the student** and qualified to give a psychological and/or medical diagnosis. The name, credentials, and signature of the licensed professional must appear on the documentation.

2) What is the specific diagnosis/health condition? Please provide the relevant DSM-V or ICD code.

3) Documentation should be current, preferably not older than three years.

4) Include information outlining testing/assessment tools. Learning disability testing must include the actual standard test scores, i.e. the broad-cognitive score and the achievement scores, and must demonstrate the standard deviation between the broad cognitive score and the achievement scores.

5) Documentation must address any functional limitations and effects of the condition on academic activities.

6) Address all pertinent positive and negative effects of mitigating measures. This could include a description of treatment, medications, and potential side effects.

7) Provide recommendations for accommodations for the individual and include the rationale for the recommended accommodations.