



Department of Accessibility Services

Documentation Guidelines for Medical Conditions

Students requesting services from the Department of Accessibility Services at Babson College are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. The following guidelines are provided in the interest of assuring that documentation is complete and accurate. The Department of Accessibility Services reserves the right to determine eligibility and appropriate services based on the quality, recency, and completeness of the documentation submitted. All documentation is confidential and will remain in the Department of Accessibility Services.

The following guidelines are provided to assist the Department of Accessibility Services in collaborating with each student to determine appropriate accommodations and services. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations and services. Recommended documentation includes:

1. Any medical condition is considered to be in the medical domain and require the expertise of a physician, including a neurologist or other medical specialist with experience and expertise in the area for which accommodations are being requested. Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided. It is important to have the documentation on an official letterhead and signed by the diagnosing professional.
2. A clear statement of the diagnosis of the medical condition.
3. Documentation for eligibility must reflect the current impact the medical condition has on the student's functioning. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's request for accommodations. Disabilities that are sporadic or degenerative may require more frequent evaluation.
4. A summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores, if applicable.
5. A description of present symptoms which meet the criteria for diagnosis.
6. Medical information relating to the student's needs to include the impact of medication on the student's ability to meet the demands of the postsecondary environment.
7. A statement of the functional impact or limitations of the disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.

A further assessment by an appropriate professional may be required if co-existing Medical Conditions and other disabling conditions are indicated. If a diagnosis is provided by an unlicensed individual, documentation from a licensed professional may be required. The student and the Department of

Accessibility Services will collaborate regarding accommodations.