

**Umpqua Community College  
Disability Services**

**Documentation Guidelines**

In order to receive accommodations, students are required to submit appropriate documentation of their disability. The definition of disability is legally defined in Title II of the Americans with Disability Act and in Section 504 of the Rehabilitation Act of 1973 as a condition that places substantial limitation on an individual's major life activity which includes caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**Documentation should include the following:**

- Statement of the disabling condition or diagnosis, date of onset, date of last appointment with professional, what diagnostic instruments were used, scaled or standard scores or other quantitative information as applicable, brief anecdotal history of condition and other related background information.
- Indication of qualifications/area of expertise of professional making diagnosis
- Indication that the condition fits the ADA/504 definition of disability and in what way(s)
- Listing of symptoms or effects relating to the disability (anxiety, balance, chronic pain, cognitive ability, communication, comprehension, compulsions, concentration, confusion, dexterity, endurance, fatigue, flexibility, hallucinations, hearing, memory, mobility, multi-tasking, processing speed, speech, tics, vision, weakness, other (specify/describe), and the current impact of the disability on learning or equal access to learning
- Medications and possible side effects that may affect ability to function in college

**Other things to consider:**

Documentation is especially important when the disability is not readily apparent, such as learning or psychological disabilities, or certain chronic health issues.

As indicated in the Oregon Transition Guide regarding recent high school graduates with disabilities, "IEPs may be helpful but generally will not qualify as documentation."

If documentation is not readily available or requested documentation has not yet arrived, students may receive "interim" accommodations on an individual case-by-case basis. Student will understand that these interim accommodations may be withdrawn if documentation is not provided in a timely manner.