

Disability Documentation Standards

Establish Eligibility

To establish eligibility for services and to enable us to work effectively in the provision of services, students must provide documentation of disability to the Accessibility and Disability Services office as outlined by our Student Manual. The records kept in our offices are strictly confidential and are **not** part of your academic record.

You are required to fill out and submit the Student Intake Form to the Accessibility and Disability Services office, before receiving accommodations. In addition, once your documentation is complete, **for each semester** you request accommodations, you must register with the Coordinator of Accessibility and Disability Services **prior to the start of that semester**.

These requirements are necessary so that Accessibility and Disability Services can respond appropriately to the individual needs of each student. Accessibility and Disability Services reserves the right to determine eligibility for services based on the quality of the submitted documentation. All documentation is confidential.

Students must be independently mobile or arrange to recruit, train, and pay a personal assistant. All students are expected to maintain all policies and standards of conduct set forth in the Methodist University Handbook.

Steps to Obtain Accommodations

1. Gather any medical documentation or IEP regarding disability. Refer to [Documentation Standards for Students with Disabilities](#)
2. Contact Accessibility & Disability Services Office to schedule an Intake appointment.
3. Complete [Student Intake Form](#)
4. Attend the appointment (submit/bring all documentation).

Documentation Requirements

Documentation must be provided by the primary medical professional for all physical and most neurological diagnoses. (i.e., neurologist, audiologist, ophthalmologist, psychiatrist, or other medical specialist)

All diagnoses listed in the DSM-5 can be assessed and documented by any **off-campus, licensed mental health service provider to include LPC, LCSW, psychologist, or psychiatrist**.

Point of Contact:

Diana Garcia, MS, BSW
Coordinator, Accessibility/Disability Services
Davis Memorial Library (2nd Floor, Rm 203)

Documentation shall include:

- Student name & date of birth
- Diagnosis
- Date of diagnosis
- Date of last visit
- Assessment tools used for diagnosis and interpretation of results
- Current active treatment plan
- Prognosis for improvement
- Limitations and recommendations prescribed for the student
- Name, signature, credentials, address, and telephone number of certifying provider

Freshmen of traditional age will also be required to provide a copy of their most recent Individual Education Plan from high school.

Documentation requirements for the Nursing Program are set by the director of the program due to safety and technical standards. The director of the nursing program and coordinator for disability resources will meet to discuss accommodations before an approval of accommodations is issued. Accessibility and Disability Services will ensure that the program standards for documentation have been met.

Confidentiality

The Accessibility and Disability Services Office maintains disability-related information in confidential files for the benefit of students. The university protects the confidentiality of these materials by insuring limited access. Federal law does not allow for other departments or individuals to keep a copy of or have access to such documentation.

Confidential information is shared only on a "need-to-know" basis. Faculty need to know the accommodations that are recommended as appropriate to meet a student's disability related needs, but do not need access to all diagnostic information.

Accessibility and Disability Services follows guidelines established by federal and state agencies concerning the treatment and release of confidential information. In accordance with those guidelines, information is shared only when:

- Students present written authorization for release of information.
- Students' manifest behavior indicating an intention to harm themselves or others.
- Students experience a medical emergency.
- Students report or describe physical abuse, neglect, or sexual abuse or exploitation as children or as vulnerable adults within the last three years.
- Students report the use of illegal drugs for non-medical purpose.

Also, student files may be released with a court order or subpoena or as otherwise required by law.