Rutgers University Guidelines for Documentation of Requests for Disability Accommodations

I. Students with Physical, Sensory and Health-Related Disabilities

In order to ensure the provision of reasonable and appropriate accommodations and services for students with physical, sensory and health-related disabilities, current and comprehensive documentation of their condition is required. This documentation should include the following:

1. Specification of the diagnosis;
2. Date of last contact with student;
3. Statement as to the “major life activities: impacted by the student’s impairment(s) and level of severity (e.g., the student has limited use of her hand and can only write at a speed to 10% of the average).
4. Description of the student’s functional limitations in a college/university setting (i.e., how does the impairment significantly limit a major life activity in an educational setting).
5. Recommendations regarding effective accommodations to equalize the student’s educational opportunities at the post-secondary level.

II. Students with Psychiatric Disorders

In order to ensure the provision of reasonable and appropriate accommodations and services for students with physical, psychological or mental disorders, current and comprehensive documentation of their condition is required. This documentation should include the following:

1. Specification of the diagnosis (i.e. DSM-IV Diagnosis);
2. Date of the Diagnosis and date of last contact with student;
3. Statement as to the severity of the impairment (e.g., use of the Global Assessment of Functioning Scale Score);
4. Description of the student’s functional limitations in a college/university setting (i.e., how does the impairment significantly limit a major life activity in an educational setting).
5. Recommendations regarding effective accommodations to equalize the student’s educational opportunities at the post-secondary level;
6. Recitation of the instruments and procedures used to make a diagnosis.

III. Students with Temporary Disabilities

In order to ensure the provision of reasonable and appropriate accommodations and services for students with temporary disabilities, current and comprehensive documentation of their condition is required. This documentation should include the following:

1. Specification of the nature of the condition;
2. Date of last contact with student (should be within 60 days);
3. Assessment of current level of disability and description of the student’s functional limitations in a college/university setting (i.e., how does the impairment significantly limit a major life activity in an educational setting);
4. Recommendations regarding effective accommodations to equalize the student’s educational opportunities at the post-secondary level.

ALL DOCUMENTATION MUST BE DATED, SIGNED, AND ON LETTERHEAD OF AN APPROPRIATE PROFESSIONAL