



# Educational Access / Disability Services

## Academic Support

### Supporting Documentation for Accommodations

All documentation for academic and non-academic accommodations should:

- Be completed by a licensed professional who has relevant training and experience diagnosing and treating the reported condition and is unrelated to the individual being evaluated.
- Be printed on official letterhead, typed, dated, signed and include the evaluator's credentials.
- Give an explanation of how the disability might impact academic and non-academic performance, including the impact of the functional limitations.
- Include recommendations for suggested accommodations (college level) with specific language and/or examples within the assessment supporting a rationale for recommendations.

### Types of Accommodations and Documentation

#### For a Cognitive/Academic/Learning Disability

Documentation should include:

- Diagnostic testing results including a summary of assessment and evaluation, scores and summary
- A DSM-IV or V diagnosis (specific disability)
- Background Information related to the disability

Types of documentation can include a diagnostic testing report or the most recent triennial evaluation report which includes complete diagnostic testing information.

Other documentation which may be helpful but is not required include:

- an IEP plan
- a 504 plan
- professional observations
- previous accommodation plan
- other records or assessments.

Documentation must be current and relevant but not necessarily recent.

## **For a Language/Learning or Other Communication Disability**

To qualify for consideration of substitution of courses for the foreign language requirement, documentation must include the following:

- Diagnostic testing results including a summary of assessment and evaluation, scores and summary
- A DSM-IV or V diagnosis (specific disability)
- Background Information related to the disability

## **For Medical/Health Related, Psychological, and/or Physical/Motor (Physiological)**

Disabilities, documentation should include:

- A description or the nature of the condition including present symptoms
- Treatment period
- Diagnostic or medical data/reports which would assist in understanding the nature of the disability.

Types of documentation can include letters and reports from physicians, psychiatrists, treatment centers, rehabilitation services, and other medical providers.

## **For Temporary Disabilities**

- Documentation for temporary or acute disabilities must be provided for approved temporary accommodations and regularly updated as appropriate to the nature of the disability.
- Documentation prepared by and on forms from other post-secondary institutions will be accepted temporarily for one semester.

## **Submitting Documentation**

### **Prospective Students**

Documentation is not accepted until the student is admitted and has expressed intention to attend by paying their deposit. The Assistant Director, Academic Support: Educational Access is available to meet with prospective students and their families to discuss general information regarding Disability Services at Warren Wilson College. All documentation is confidential and should not be submitted as part of the admissions process until the student has deposited or is currently attending Warren Wilson College.

## **Deposited Students**

Documentation should be submitted to the Assistant Director, Academic Support: Educational Access as early as possible for planning purposes. All documentation is kept confidential and is housed in the office of Educational Access in the Academic Support Center. A confidential notice should be submitted with all documentation.

### **Documentation should be submitted to:**

Deborah Braden, Assistant Director-Academic Support: Educational Access

Location: 3rd Floor, Morse Science Hall

Fax: 828-771-3780

Email: [dbraden@warren-wilson.edu](mailto:dbraden@warren-wilson.edu)

Mail: Deborah Braden, Assistant Director-Academic Support, Educational Access

Warren Wilson College- CPO 6056, PO Box 9000, Asheville, NC 28815-9000

## **Current Students**

All current students may submit documentation and seek accommodations at any time while attending Warren Wilson College.