



## DISABILITY DOCUMENTATION GUIDELINES

Under the **Americans with Disabilities Act** and **Section 504 of the Rehabilitation Act of 1973**, individuals with disabilities have certain protection and rights to accommodation in colleges and universities. To evaluate requests for specific accommodations or auxiliary aids at Rice University, thorough documentation of a disabling condition is needed. Documentation must be **recent** and include evaluation by an appropriate professional (who is not related to the person being evaluated) describing the current impact and limitations of the disability as it relates to the accommodation request. This standard of documentation also applies to requests for special housing arrangements due to physical or medical conditions that are disabling.

The following guidelines are provided to assure documentation is adequate and appropriate to verify eligibility and to support requests for accommodations or auxiliary aids.

**Disability documentation should include the following as appropriate to disability and requested accommodations:**

- 1) A diagnostic statement identifying the disability/condition, date of the current diagnostic evaluation, and the date of the original diagnosis (Including DSM-V classification for psychological disabilities and learning disabilities or ICD-10 for medical disabilities).
- 2) A description of the diagnostic criteria and copies of diagnostic test(s) used.
- 3) Historical information detailing the evolution of the disorder. If episodic, when was the last occurrence (e.g., allergic reactions, seizures, hospitalizations)?
- 4) A description of the current functional impact/limitations of the disability. **A student entering the university should have documented adult-scaled testing that dates within three years prior to registration.**
- 5) Treatments, medications, assistive devices/services currently prescribed or used.
- 6) A description of the expected progression or stability of the disability over the time frame of the individual's expected college education.
- 7) The documentation should list the recommended accommodations.
- 8) The credentials of the diagnosing professional(s) including the training and experience, which enable the person capable of making the diagnosis(es).
- 9) The documentation must be on letterhead with the evaluator's name and contact information as well as signed and dated. Accommodation recommendations from the diagnosing professional are needed and will be given due consideration.

Rice University reserves the right to request clarification and/or further documentation of disability and functional limitations as may be needed to evaluate a student's request for accommodations.

For additional information contact:

**Student Disability Resource Center**

Rice University, 6100 Main St, MS-802, Houston, TX 77005

Phone: 713-348-5841, E-Mail: [sdrc@rice.edu](mailto:sdrc@rice.edu)