

# GUILFORD COLLEGE

## Policy for Minimum Requirements for Documentation of a Disability

Guilford College is committed to providing equal access to students with documented disabilities. The College will make reasonable modifications to its policies and practices and will provide certain individualized services and accommodations as needed to assure conformance with the regulations of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973, as revised. This paper sets forth by Guilford College's Accessibility Resource Center (ARC) minimum requirements for documentation of a disability.

### Documentation

Those students who wish to request disability-related accommodations and services are invited to apply in person at the Accessibility Resource Center (ARC) located on the second floor of Hege Library. As a part of the process, ARC staff will require documentation of the disability. Documents must have been prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose and treat those impairments associated with the disability. Ideally, diagnosis must be current (within the last five years). Documents should be typed or word-processed and printed on the letterhead of either the practitioner or the agency hosting the practice. Handwritten notes on prescription pads alone will not be accepted.

The documentation should include:

- Clear statement indicating the DSM-V diagnoses with relevant procedures and instruments included used to make the diagnoses as well as a summary of evaluation results when available.
- Diagnoses which are psychological in nature should be current, ideally within the one year. All other diagnoses within five years to effectively determine the student's individual medical/emotional needs.
- Medical history relating to functional limitations and the expected impact on student's academic performance.
- Include current use of medication and the impact of the medication on the student's ability to meet the demands of an academic program where appropriate.
- Recommendations for academic accommodations and/or adjustments to help neutralize the disability.
- Include evaluator's name, title, certification/license, mailing address, telephone number, and signature.

### Eligibility

Eligibility will be determined on the basis of the presence of a disability and a need for services and accommodations to support an equal educational opportunity. Information from the disability documentation, the student's stated experience with services and accommodations that have been effective in the past, and DRC professional judgment will be drawn upon in making the eligibility determination. The legal definition of disability includes: A physical or mental impairment, which substantially limits one or more of the major life activities of a person, including learning.

According to the ADA, major life activities include but are not limited to walking, breathing, seeing, hearing, performing manual tasks, caring for one's self, learning, and working. Thus, disability has both medical and functional elements, and both of these elements must be explicitly documented for ARC eligibility purposes. Appropriate reasonable accommodations and services are individually determined by the Accessibility Resource Center (ARC) staff in consultation with the student on the basis of the information in the documentation provided.

### The Role of the IEP

An Individualized Education Plan (IEP) cannot be accepted as a standalone record of a disability in a college or university environment. In such cases where there may outdated/incomplete documentation on file, the ARC will

## ACCESSIBILITY RESOURCE CENTER

217 Hege Library, 5800 West Friendly Avenue, Greensboro, NC 27410 P / 336.316.2837 F / 336.316.2946 [guilford.edu](http://guilford.edu)

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work together with the student to develop a provisional plan for one term that will allow for the student to have equal access as well as give them the time needed to obtain updated an/or additional documentation.

Records must contain information meeting the disability documentation requirements previously outlined (i.e. diagnosis, functional limitations, and recommendations). Individualized Education Plans (IEP) are primarily plans for education prepared by K-12 public school systems appropriate to assuring students with disabilities have equal access to a free and appropriate education, in conformance with the Individuals with Disabilities Education Act (IDEA). Various educational records such as an IEP, a transcript, or other special-education records however, may serve as valuable information about what kinds of services and accommodations were effective in the past.

## Timeliness

Though applications will not be refused by ARC on the basis of untimeliness, it is strongly recommended that those who would like to apply for or renew services and accommodations not delay contacting ARC until the first few weeks of the semester or just prior to exams. Since services are arranged on a first- come first-served basis, delays often result when requests are untimely. Request accommodations each term.

## Confidentiality

All documentation of disability submitted to ARC will be held in confidence. No information about the student's disability will be revealed to any member of the Guilford faculty or staff or any other person without the expressed written consent of the student, or on the basis of a clear, educational need to know.

All documentation is confidential and should be submitted to:

Accessibility Resource Center  
Guilford College  
5800 West Friendly Avenue  
Greensboro, North Carolina 27410  
Phone: 336.316.2837  
Fax: 336.316.2946  
E-mail: [accessibility.info@guilford.edu](mailto:accessibility.info@guilford.edu)

## EA/EO Notice

Guilford College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status in all its programs, activities and employment.

Inquiries regarding non-discrimination policies should be directed to:

Dr. Kelly A. Mongiovi  
Equal Access/Equal Opportunity Coordinator  
5800 West Friendly Avenue  
Greensboro, NC 27410  
336.316.2837  
[mongiovika@guilford.edu](mailto:mongiovika@guilford.edu)

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