Guidelines for Clinical Documentation of Physical Disabilities and Systemic Illnesses

The provision of reasonable accommodations for otherwise qualified individuals with diagnoses of a physical disability or systemic illness will be made on a case-by-case basis, and will be based on current impact on functioning. Prior diagnosis or a prior history of receiving accommodations, does not guarantee the provision of similar accommodations in the absence of additional documentation.

The documentation must describe a disabling condition, which is defined by the presence of substantial limitations in one or more major life activities. The following guidelines are provided to ensure documentation not only validates the existence of a disability, but establishes the impact of the disability on the individual's functioning, and supports the request for accommodations, academic adjustments, and/or auxiliary aids.

Disability Support Services will make the final determination regarding whether accommodations are reasonable and can be provided in the University environment. This determination will be based not only on the data provided in the documentation, but also on Colorado School of Mines criteria for reasonable accommodations.

All information obtained in diagnostic and medical reports will be maintained and used in accordance with applicable confidentiality requirements.

Documentation should be sent to:

Disability Support Services
Colorado School of Mines
W. Lloyd Wright Student Wellness Center
1770 Elm St., Room 209
Golden, CO 80401

Fax: 303-384-2009

Please expect a minimum of two weeks for a review of documentation.
**Documentation Requirements:**

**A Qualified Evaluator Must Conduct the Evaluation:**
Professionals qualified to diagnose and recommend accommodations must be trained and experienced. The following professionals would generally be considered qualified: Physicians, including neurologists and psychiatrists, as well as other medical specialists.

Name, title, professional credentials of evaluator, and information about licensure and/or specialization are required. All evaluation reports must be typed on letterhead, signed, and dated.

**Documentation Must Be Current:**

Documentation must show that a disability is currently impacting function in one or more major life activity. The age of acceptable documentation may depend upon the need for accommodations in the post-secondary setting and those accommodations being requested.

**Documentation Must Include the Following Components:**

**Specific, Current Diagnosis**

- A clear statement of the medical diagnosis
- An assessment of the functional limitations
- A description of present symptoms, which meet the criteria for diagnosis
- A summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable
- A list of any adaptive equipment currently being used and the specific relationship of such equipment to housing, laboratory, or field work (outdoor environments)

**Prescribed Medications**

- Dosages
- Impact of medication, including side effects, on the student’s ability to meet the demands of post-secondary education
- Schedules, which may influence the types of accommodations provided.

**Recommended Accommodations**
The recommendation of reasonable accommodations must be appropriate for the postsecondary level and Colorado School of Mines, and must be supported by the diagnosis. If extended test/quiz and/or lab time is recommended, the amount of time must be specified. Rationale must be given for each recommendation.

- If special disability related parking is requested, medical providers must provide the following:
  - Maximum walking distance (in feet).
  - Whether the student has difficulty negotiating stairs.
  - Whether the student has a valid, state issued handicapped parking placard or plate.