

Documentation Guidelines

Students with special needs are required to provide documentation and register with the Office of Accommodative Disability Services in order to obtain the necessary resources and services. All documentation pertaining to each student is confidential and treated with discretion.

Documentation will be approved if it meets institutional criteria based on best practices pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. Accommodations will be determined on an individual basis, with consideration given to the student's diagnosis, opportunity for academic access, and the essential eligibility requirements of the program of study.

- Cognitive (Learning) Disabilities: Testing results should include adult (preferred) normed IQ and achievement scale scores and clinical narrative.
- ADHD/ADD: History of ADHD/ADD, statement of diagnosis, and evaluation of current impact.
- Psychiatric or Mental Health Diagnosis: Clear statement of diagnosis, impact, and current medications.
- Deaf/Hearing Impairment: Audiogram information and impact.
- Blind/Visual Impairment: Acuity information and impact.
- Physical Impairment: Diagnosis of impairment, functional limitations and impact, and current medications.

Quality documentation includes the following parameters:

- Signed by an appropriate licensed or credentialed professional.
- A clear diagnostic statement identifying the disability.
- A description of impact of diagnosis.
- A list of services and/or medications.
- Recommendations for accommodations.

After forwarding documentation, a student should schedule an appointment to meet with the Director of Accommodative Disability Services to discuss and sign an accommodation plan. Accommodations will be determined on an individual basis, with consideration given to the student's documentation, needs, opportunity for academic access and in light of the essential eligibility requirements of the program of study. Entering freshman and transfer students are encouraged to meet with the Director during summer or winter semesters.

Documentation should be forwarded to: SUNY Canton
Office of Accommodative Disability Services
34 Cornell Drive
Miller Campus Center 235
Canton, NY 13617
Phone: (315) 386-7392
Fax: (315) 379-3877