

Documentation Guidelines

Students with disabilities are required to provide documentation and register with the Office of Student Accessibility 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.

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

Students may also submit copies of their Individual Education Plan (IEP) or 504 Plan from high school.

Qualifying documentation should include the following parameters:

1. Report or letter on letterhead and signed by an appropriate licensed or credentialed professional. (Notes on a prescription pad are not acceptable.)
2. A clear diagnostic statement identifying the disability, with the inclusion of the DSM V code.
3. A description of impact of diagnosis – ideally in the academic setting.
4. A list of services and/or medications currently being provided.
5. Recommendations for accommodations.

After forwarding documentation, a student should schedule an appointment to meet with the Director of Student Accessibility Services to discuss and sign an access plan. Academic adjustments 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 sent to: SUNY Canton
Office of Student Accessibility Services
34 Cornell Drive, Miller Campus Center 235
Canton, NY 13617
Phone: (315) 386-7392 Fax: (315) 379-3877
Email: sas@canton.edu