

Disability Services Documentation Guidelines

Young Harris College Disability Services uses an individualized process to determine eligibility for disability-related accommodations. Students requesting accommodations may be required to provide documentation sufficient to establish a current disability and the need for the requested accommodation. Documentation is considered together with information provided by the student and other relevant information as part of the individualized review process.

Documentation requirements may vary depending on the nature of the disability and the accommodation requested.

What Documentation May Include

Appropriate documentation may include medical, psychological, educational, or other relevant information from a qualified professional.

Depending on the circumstances, documentation may include:

- A diagnostic or evaluation report
- A letter or statement from a qualified healthcare or mental health professional
- Medical records or other relevant clinical information
- An Individualized Education Program (IEP) or Section 504 Plan
- Records of previously approved accommodations
- Other information relevant to the student's disability and accommodation request

Information Documentation Should Provide

Documentation should provide sufficient information, as relevant to the request, to establish and help Disability Services understand:

- The existence and nature of the student's disability or impairment
- The current functional impact of the disability
- How the disability affects the student's access to an academic program, College housing, or another College program, service, or activity

- The relationship between the disability-related limitation or barrier and the accommodation being requested

The amount and type of documentation necessary may vary depending on the disability and accommodation requested. When a disability or the need for an accommodation is not readily apparent, Disability Services may require documentation from an appropriately qualified professional sufficient to evaluate the student's eligibility and accommodation request.

Recommendations from a qualified professional may be considered; however, Young Harris College independently determines reasonable and appropriate accommodations.

Qualified Professionals

When documentation from a professional is necessary, it should be provided by an appropriately qualified professional with relevant training or experience related to the disability or condition being documented. Documentation should contain sufficient information to identify the professional and their qualifications or credentials.

Disability Services may request additional information when documentation does not provide sufficient information to evaluate the student's disability-related limitations or requested accommodation.

Age of Documentation

Young Harris College does not use a specific age or recency requirement for disability documentation.

Documentation should be sufficiently current and relevant to establish or describe the student's disability, current functional limitations, and need for the requested accommodation. Older documentation may be sufficient when it continues to accurately describe the student's disability and its impact.

The age of documentation may be considered when the nature of the disability, the student's circumstances, or the accommodation requested requires more current information. Disability Services may request updated or additional documentation when the information available does not adequately describe the student's current functional limitations or provide sufficient information to evaluate the requested accommodation.

Students are encouraged to contact Disability Services before obtaining new testing or evaluations solely because their existing documentation is several years old.

IEPs and Section 504 Plans

Students transitioning from K–12 education may submit an Individualized Education Program (IEP), Section 504 Plan, or other educational records as part of their accommodation request.

An IEP or Section 504 Plan can provide valuable information about a student's disability, functional limitations, educational history, and accommodations previously received. Disability Services will consider this information as part of the student's individualized review.

However, accommodations provided in K–12 education do not automatically transfer to the college setting. The legal and academic requirements of postsecondary education differ from those applicable in elementary and secondary schools, and Young Harris College independently determines reasonable and appropriate accommodations based on the student's current disability-related needs and the requirements of the College environment.

An IEP or Section 504 Plan may be considered as documentation but may not, by itself, provide sufficient information to establish a current disability and the need for a particular accommodation in the postsecondary environment. Disability Services may request additional information when necessary to evaluate eligibility or the requested accommodation.

Students are encouraged to submit the documentation they already have rather than assuming that a new evaluation is required.

Individualized Review

Documentation is considered as part of the overall accommodation process and is not reviewed in isolation.

Disability Services may also consider information provided by the student, the student's history of accommodations, observed or described barriers, and other relevant information.

A diagnosis alone does not automatically establish eligibility for a particular accommodation. Likewise, a history of receiving an accommodation does not automatically establish that the same accommodation is reasonable or necessary in the College environment.

The absence of one specific type of documentation does not automatically result in denial of a request. Disability Services evaluates the totality of the information available through an individualized review.

Additional Information

If the information provided is not sufficient to determine eligibility or evaluate a requested accommodation, Disability Services will notify the student and identify the additional information needed to continue the review.

The student is responsible for providing requested documentation or additional information necessary to support the accommodation request.

Students are encouraged to contact Disability Services before obtaining new testing, evaluations, or documentation solely for the purpose of requesting accommodations. Disability Services can help students understand what information may be necessary based on the disability and accommodation being requested.

Confidentiality

Disability-related documentation and information submitted to Disability Services is maintained in accordance with applicable College practices and legal requirements.

Students are not required to provide disability documentation or disclose their diagnosis directly to faculty in order to use accommodations approved by Disability Services.

Questions

Students who have questions about documentation or are unsure whether the information they currently have is sufficient are encouraged to contact office of Disability Services at disability@yhc.edu.