



Lynchburg College

Documentation Criteria

1. **ALL documentation for academic and non-academic accommodations must:**
 - a. Be completed by a licensed professional who has relevant training and experience diagnosing and treating the reported condition and is unrelated to the individual being evaluated.
 - b. Be printed on official letterhead, typed, dated, signed and include the evaluator's credentials.
 - c. Give an explanation of how the disability might impact academic and non-academic performance, including the impact of medication.
 - d. Include recommendations for suggested accommodations (college level) with specific language and/or examples within the assessment supporting a rationale for recommendations.

2. **Cognitive/Academic Disability**
 - a. Diagnostic testing results including a summary of assessment and evaluation, scores and summary
 - b. A DSM-IV or V diagnosis (specific disability)
 - c. Background Information related to the disability
 - d. Types of documentation: Must include a diagnostic testing report, in the form of private testing results or the most recent Triennial Evaluation Report which includes **complete diagnostic testing information**. Other documentation which may be helpful but is not required include IEP, 504, professional observations, other records or assessments. Documentation must be current and relevant but not necessarily recent.

3. **Medical/Health Related or Physical/Motor (Physiological) Disabilities**
 - a. A description or the nature of the condition including present symptoms
 - b. Treatment period
 - c. Diagnostic or medical data/reports which would assist staff in understanding the nature of the disability.
 - d. Types of documentation may include letters from physicians or treatment centers, veteran's affairs or rehabilitation services, previous accommodations.

4. **Acute (Temporary) Disabilities** - Documentation for temporary or acute disabilities must be provided for approved temporary accommodations and regularly updated as appropriate to the nature of the disability.

Note: Documentation prepared by and on forms from other post-secondary institutions will be accepted temporarily for one semester. Documentation must thereafter be updated to fulfill Lynchburg College Criteria

5. **Submission:**
 - a. Documentation is confidential and should not be submitted as part of the admissions process.
 - b. Prospective Students: documentation is not accepted until the student is admitted and has expressed intention to attend by paying their deposit. The DSC is available to meet with prospective students and their families to discuss general information regarding Disability Services at Lynchburg College.
 - c. Deposited students: Submit documentation to the DSC prior to scheduling an intake appointment.
 - d. Current students may submit documentation and seek accommodations at any time.

Send to:	Julia R. Timmons Disability Services Coordinator 1501 Lakeside Drive Lynchburg, VA 24501	Telephone: 434 544-8687 Fax: 434-544-8808 Email: timmons.j@lynchburg.edu
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Please contact the Disability Services Coordinator with any questions or concerns.