Davenport University
Policy on Disability Documentation

It is acceptable for Davenport University to require documentation of disabilities when a student with a disability requests accommodation in regard to that disability. Davenport University requires all students to complete an Accommodations Request Form and the appropriate Verification of Disability form(s). Neither an IEP (individual education plan) nor SOP (summary of performance) are acceptable forms of documentation.

All forms can be found on the Davenport University Disability Services webpage www.davenport.edu/disabilityservices.

**Physical Disability:** When physical disabilities are at issue the information on the Verification Form for Physical Impairment/Disabilities, Hearing Impairment/Deaf Disabilities, Visual Impairment/Blind Disabilities, Chronic Health Disabilities, or Acquired Brain Injuries/Disabilities must describe the disability and the limitations and recommend specific accommodations.

**Learning/Psychological Disability:** Verification Form for Learning Disabilities, Attention Deficit Disorder (ADD) or Psychological Disability must include the following documentation:

For a Learning Disability or Attention Deficit Disorder, and Psychological Disability the form must prepared by a licensed professional qualified to diagnose such a diagnosis. The person completing the form must have firsthand knowledge of the student’s condition and must be an impartial professional who is not related to the student.

Include testing procedures followed, instruments used to assess disability, test results and an interpretation of test results; reflect the individual’s present achievement level, be as comprehensive as possible, adequately assess cognitive abilities and learning potential, and be based on evaluation that has been completed or substantially updated within three years of the student’s request for services.

A diagnosis of a Learning Disability/ADD or Psychological Disability must still meet the threshold showing a substantial limitation of a major life activity.

**All Disabilities:** The requesting student shall authorize Davenport University to release pertinent records to the Student Access Manager who shall interpret these documents for Davenport University if accommodations are requested.

Students with approved disabilities will be provided with effective, reasonable accommodations and/or services that will allow them to complete all course work and degree requirements, including internships or externships. An effective reasonable accommodation may or may not be the student's first choice. Mitigating factors that the student must provide or take responsibility
for will also be considered in determining whether the student has a covered disability and any need for accommodation. Accommodations will not be retroactive.

**Note:** If you need this information in an alternate format, please notify your campus Disability Service Coordinator in person, by phone or via email. Advanced notice may be required for some accommodations.