

## Disability Documentation Guidelines

Under Federal Law (Section 504 of the Rehabilitation Act of 1973, ADA 1990, and the ADA Amendments Act of 2008), individuals with disabilities are defined as having *“a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such impairment or being regarded as having such an impairment.”* Students requesting accommodations due to a disability need to provide documentation of disability. Disability documentation is considered confidential and is maintained at QCC in *Student Accessibility Services*.

The documentation should be submitted as soon as possible since early planning is essential for many of the disability-related accommodations provided by Student Accessibility Services. Students are encouraged to submit their documentation before the initial meeting with a Student Accessibility Services Coordinator.

### Information required in all documentation:

- A licensed professional who is an expert in the field of the student’s particular disability needs to complete the documentation and confirm that the condition is a disability subject to ADA-AA laws.
- A licensed professional is a trained, certified, or licensed physician, psychologist, audiologist, or other professional involved in assessment.
- The licensed professional’s report should be dated, signed, and current, on letterhead, with contact information and the professional credentials of the evaluator.
- The documentation should list the current status of the disability, including expected progression or stability of the disability.
- The documentation should describe how the student’s disability **substantially** limits one or more major life activities, identifying the major life activity(s) and how it impacts learning, academic performance, and how the student can meet the demands of an academic setting with and without accommodation in the academic setting.
- List any prescribed medication, dosages, and any adverse side effects (if applicable).
- Recommended accommodations and how these will address the student’s specific needs.

Once appropriate documentation is received and a student is determined to be an otherwise qualified individual with a disability, the College will engage in an interactive process with the student to determine reasonable accommodations.

To upload documents to our confidential **document Dropbox**, please go to:  
[https://theq.qcc.edu/ICS/Student\\_Services/Accessibility\\_Services\\_Sub\\_Pages/Accessibility\\_Services\\_Document\\_Center.inz](https://theq.qcc.edu/ICS/Student_Services/Accessibility_Services_Sub_Pages/Accessibility_Services_Document_Center.inz)

To request this document in an alternative format, please contact Student Accessibility Services.