

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*.

Students are encouraged to submit their documentation before the initial meeting with a Student Accessibility Services Coordinator. 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.

Documentation Requirements:

- 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.
- The professional’s report should be dated, signed, and current, on letterhead, and with contact information.
- 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 with and without accommodation in the academic setting.
- List any adverse side effects to medication (if applicable).
- Recommended accommodations and how these will address the student’s specific needs.

Note: If you had an education plan in high school, please submit the IEP (Individual Education Plan) and/or the psycho-educational evaluation or 504 Plan. High School accommodations do not automatically apply to the college setting.

Once appropriate documentation is received, the College will engage in an interactive process with the student in order to develop a reasonable and effective accommodation plan.

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.jnz

To request this document in an alternative format, please contact Student Accessibility Services. If you have any questions, call the Director of Student Accessibility Services at 508-854-4471.