

Disability Documentation Guidelines

Relevant and current documentation from a qualified professional is required to establish a non-obvious disability and disability-related need for academic accommodation(s). Documentation may be sufficient if it meets the following standards, at minimum:

Qualified Professional

- 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.

Disability Diagnosis

- The documentation should state the formal diagnosis, list the current status of the disability, including expected progression or stability of the disability.

Impact and Severity of 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(s).
- List any prescribed medication, dosages, and any adverse side effects (if applicable).
- Recommended accommodation(s) and how these will address the student's specific needs.

Where can I submit documentation? Documentation can be submitted with one of the following options:

- Secure Online platform in AIM at <http://bona.accessiblelearning.com/s-MassQCC/>
- Emailed to sas@qcc.mass.edu, or
- Mailed to Student Accessibility Services at the following: Student Accessibility Services, Quinsigamond Community College, 670 West Boylston Street, Worcester, MA 01606

Next Steps:

Once appropriate documentation is received the College will engage in an interactive process with the student to determine eligibility for reasonable accommodation(s).