

GUIDELINES FOR DOCUMENTING A DISABILITY

In accordance with sections 503 and 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act, Charleston Southern University is committed to providing reasonable accommodations for disabled students who are “otherwise qualified” to pursue college level work.

After scheduling an appointment and meeting with the Director of Disability Services, students must submit the following information to the Director of Disability Services who will in turn submit it to the Special Needs Committee:

- 1) **All Students** must write an “Accommodations Request Letter” (ARL). This is a letter written by the student (see pg. 4 for more detailed information). A student’s request must include:
 - a) **The name of the disability**
 - b) **A statement concerning how the disability affects his/her academic performance**
 - c) **A list of the specific accommodations being requested.**
- 2) **Students with Learning Disabilities** – A current psychoeducational evaluation utilizing adult scales is required. The evaluation must be completed by a psychologist who is licensed by a state board of examiners in psychology or certified by the state department of education in psychology. The psychologist must provide his or her license or certificate number in the report.
- 3) **Students with Attention Deficit Hyperactivity Disorder (ADHD)** – A current medical evaluation **and** a current psychoeducational evaluation utilizing adult scales are required.
- 4) **Students with a Physical Disability, Neurological Disability, or Psychological Disability** – A current medical evaluation completed by a licensed physician is required. In the case of a psychological disability a current evaluation by a licensed psychologist or psychiatrist is required in addition to the medical evaluation. A current evaluation is one that has been completed within the last three years of the initial request for reasonable accommodation.

Students are responsible for making their disability known and for providing the appropriate documentation, as required. All forms of documentation are considered confidential and are subject to review by members of the Special Needs Committee. The University may recommend or require additional testing to further define the accommodations.

Charleston Southern University is interested in each student reaching his/her academic potential. For this reason, all documentation and requests for accommodations are evaluated and reasonable accommodations are provided based on an individual student’s need. Also, all documentation is reviewed by the Special Needs Committee and is considered confidential to the Committee. The student must provide a request in writing if he/she would like the documentation to be shared with other faculty or staff members at Charleston Southern University.

For more information, contact:

Annie Watson
Director of Student Success & Disability Services
843-863-7159
awatson@csuniv.edu
www.csuniv.edu/disabilityservices

Integrating Faith in Learning, Leading and Serving