

Documentation Guidelines

Mars Hill College

Mars Hill College students who are requesting timely, reasonable accommodations on the basis of a declared, documented disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Protection under these laws is based upon detailed, professional documentation of a disability that *currently, substantially limits* one or more major life activities relative to the general population.

Students requesting accommodations have the responsibility of assuring that their documentation meets the following guidelines:

1. Testing and/or documentation must be current, preferably within the last three (3) years.
2. The documentation must show evidence of a clear, specific diagnosis.
3. In the case of a learning disability, standard test scores must be provided.
4. Documentation must come from a qualified professional. The general expectation is that evaluators have terminal degrees in their profession and are fully trained, certified, and/or licensed in their profession.
5. All reports must be typed on letterhead stationery of the evaluator(s) and must include the names, titles, and professional credentials of the evaluators.
6. Documentation should include a written summary of the background information about the student's relevant educational, medical, and family histories that relate to the disability.
7. Objective evidence of a substantial, functional limitation to learning must accompany any request for accommodation.
8. Specific recommendations for accommodations must be included as part of the documentation.

These guidelines, or portions thereof, are adapted with permission from materials developed by the University of Connecticut Program for College Students with Learning Disabilities (McGuire, Shaw, and Anderson), Storrs.

DOCUMENTATION MUST MEET THE COLLEGE'S DOCUMENTATION GUIDELINES AND MUST BE SUBMITTED TO THE COMMITTEE ON DISABILITIES BEFORE AN ACCOMMODATION REQUEST CAN BE PROCESSED.

Entering students requesting accommodations should return this form, with documentation attached, at least TWO MONTHS prior to enrollment. Returning students requesting accommodations should return this form, with documentation attached, before an accommodation request can be processed.

TO: Disabilities Coordinator
Campus Box 6714
Mars Hill College
Mars Hill, NC 28754

Email: lhorton@mhc.edu
Phone: 828 689-1410
FAX: 828 689-1445

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