



DISABILITY SUPPORT SERVICES

Documentation Guidelines for Students Requesting Accommodations Due to Physical, Mental Health, Chronic Health, Sensory, and Autism Spectrum Conditions.

Disability Support Services (DSS) coordinates an interactive process to determine reasonable accommodations for students with disabilities at Loyola University Maryland. We request documentation to gain input and recommendations from educational, medical, and mental health professionals who have current knowledge of the student's disability-related needs. We encourage professionals providing documentation to work directly with the student to determine what specific accommodations the student needs to achieve equal access in the university environment.

Documentation is just one part of the assessment of what accommodations are necessary and effective for a student. Documentation alone does not determine whether accommodations are approved or the specifics of those accommodations. DSS values and considers a student's self-report of how their disability impacts them in the classroom and beyond, and, when applicable, what accommodations have worked to help address barriers in the past. Accommodations are approved on an individualized, case-by-case basis based on a full assessment of what the student needs to have an equitable experience on campus without fundamentally alternating an essential course component or campus program.

Documentation for students requesting accommodations due to physical, chronic health, autism spectrum, or mental health conditions (including ADHD) may include, but is not limited to, the following types of documents:

- A psychoeducational or neuropsychological evaluation.
- A 504 Plan or Individualized Education Program (IEP) accompanied by the most recent assessment or evaluation used to determine the need for the 504 Plan/IEP.
- A report, assessment, or letter printed on official letterhead and signed by a medical or mental health professional qualified to make the diagnosis (including licensing information and area of specialization).
- A signed copy of the [DSS disability verification form](#).

Documentation should be current (generally within the past year). This guideline may not apply to students requesting accommodations due to physical or sensory disabilities of a permanent or unchanging nature.

Documentation should:

- Include a current disability diagnosis, including information about whether the condition is static or may change over time.
- Describe the evaluator's history of working with the student and what assessment procedures were used in diagnosing the student's disability.



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- Include any relevant educational or developmental history relevant to the disability diagnosis or the student's need for accommodations.
- Describe how the student's disability will impact them in an academic and/or campus environment.
- Include specific accommodation recommendations explaining why each accommodation is necessary and/or how the accommodation addresses a disability-related barrier in the student's environment.
- Include the evaluator's name, title, license number, and signature.

Documentation should be submitted on the official letterhead of the evaluator. DSS may follow up with the evaluator with questions or request additional information in limited circumstances. We may also consult with campus medical or mental health professionals to obtain additional insight into effective accommodation options. An immediate family member of the student cannot provide documentation.

Students are required to fill out an online DSS application in addition to submitting disability documentation. A student's accommodation request will not be reviewed until both the application and documentation have been submitted.

Documentation is maintained in the DSS office and is protected as an educational record under the Family Educational Rights and Privacy Act (FERPA). Information from the student's documentation is only shared on a limited, need-to-know basis to implement accommodations and with the student's permission or as permitted under FERPA.

Documentation can be mailed, emailed, or faxed to:

Disability Support Services
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(410) 617-2080