

## **Documentation Requirements: Chronic Health and Physical Conditions**

Students interested in requesting reasonable accommodations due to chronic health and/or physical condition should refer to the Documentation Requirements below:

### **Requirements of the Medical Professional:**

- A. Documentation must be completed by a licensed medical professional who has expertise in the area of the specific impairment for which accommodations are being requested.
- B. Practitioners must follow their profession's Code of Ethics related to qualifications and conflicts of interest.
- C. Documentation must be: typed; dated; signed by the evaluator; and submitted to SAS on professional letterhead in English.

### **Requirements of the Report:**

- A. The report must include a clear statement of the diagnosis/impairment, including pertinent symptomatology and any fluctuations in the individual's condition.
- B. Documentation must be current. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodation.
- C. Documentation must contain information pertaining to the individual's current level of functioning. A clear explanation of how the symptoms currently cause significant limitations for the individual within the academic environment must be included.

**NOTE: An IEP or 504 Plan, while helpful, may not be sufficient on its own without accompanying medical documentation for SAS to determine whether a student does or does not qualify for accommodations at Delaware State University.**

Documentation meeting the above Documentation Requirements should be submitted in a timely manner to the University College Student Accessibility Services Office. Insufficient information may delay the accommodation process and the University reserves the right to request additional documentation necessary to determine whether or not an individual qualifies for reasonable accommodations.

**Ann Knettler-Smith, M.A.**  
**Coordinator**  
**Student Accessibility Services**  
**William C. Jason Library, Room 204**  
**1200 N. DuPont Highway**  
**Dover, DE 19901**

Email: [aksmith@desu.edu](mailto:aksmith@desu.edu)

Fax: 302-857-7202

Phone: 302-857-6898