



# Documentation Guidelines for Requesting Accommodations at Hampshire College

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Students requesting disability-related accommodations at Hampshire College must submit supporting documentation from a licensed or credentialed evaluator in support of the student's self-reported need for accommodation.

Our preferred format for documentation submission is our [Supporting Documentation Form for Care Providers](https://www.hampshire.edu/oars/disability-disclosure-and-accommodation-request), found here: <https://www.hampshire.edu/oars/disability-disclosure-and-accommodation-request>

Supporting documentation must include the following elements\*:

1. **Licensed or credentialed evaluator**, with specific training or expertise related to the condition being diagnosed, and who is not related to the individual. Please see the list of practitioners by diagnostic category listed below.
2. **Clear diagnostic statement, including diagnostic sub-types where relevant**, that describes how the condition was diagnosed and provides information on the functional impact of the condition. A full clinical description will convey this information, as will diagnostic codes from the DSM (Diagnostic Statistical Manual of the American Psychiatric Association) or the ICF (International Classification of Functioning, Disability and Health of the World Health Organization.) Batteries of educational assessments such as the Woodcock Johnson or Wechsler Adult Intelligence Scale (Aptitude and Achievement Scales), Neuropsychological Assessments, or instruments specific to areas of information processing are most helpful in providing accommodations and strategy support.
3. **Recency of documentation**: Because the provision of all reasonable accommodations and services is based upon the assessment of the current impact of the disability on academic performance, it is in the individual's best interest to provide recent and appropriate documentation. In most cases this means that a diagnostic evaluation has been completed within the past three years for long-standing or permanent disabilities or as recent as six months for more fluid diagnoses. Flexibility in accepting documentation, which exceeds a three-year period, may be appropriate under certain conditions if the previous assessment is applicable to the current or anticipated setting. If the documentation is inadequate in scope or content, or does not address the individual's current level of functioning and need for accommodations, reevaluation may be warranted.
4. **Description of the diagnostic methodology used** including diagnostic criteria, evaluation methods, tests and dates of administration, clinical narrative, observations, and results. Diagnostic methods must be congruent with the particular disability and with current professional practices in the field.
5. **Descriptions of the current environmental barriers or functional limitations** related to the condition help establish the possible disability and identify possible accommodations. A combination of the individual's self-report, results of formal evaluation procedures, and clinical narrative are recommended. Quality documentation will demonstrate how a major life activity is *significantly, amply, or substantially limited* by providing evidence of frequency and pervasiveness of the condition(s) and the environmental barriers experienced.
6. **Description of the progression or stability of the disability** over time and in context.
7. **Description of current and past accommodations, services or medications.**



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8. **Recommendations** for accommodations, assistive devices, assistive services, compensatory strategies, and/or collateral support services.

<b>The following practitioners are accepted to provide documentation on the respective disabilities or conditions (all must be appropriately credentialed and licensed in their respective fields) *</b>	
Attention Deficit Hyperactivity Disorder (ADHD)	Neuropsychologist or Clinical Psychologist, Psychiatrist, Neurologist, Neurodevelopmental Physician
Chronic Illness/Health	Gastroenterologist, Rheumatologist, Endocrinologist, Internal Medicine, or other physician knowledgeable to condition
Developmental Disability (such as Autism Spectrum Disorder)	Neuropsychologist, Psychiatrist, Clinical Psychologist, Neurodevelopmental Physician
Head Injury/TBI	Neurologist, Neuropsychologist
Hearing	Audiologist (CCC-A), Otolaryngologist
Learning Disability	School Psychologist, Clinical Psychologist, Neuropsychologist, Neurodevelopmental Physician
Mental Health or Psychiatric Disability	Psychiatrist, Clinical Psychologist, Social Worker (LICSW), Psychiatric Nurse Practitioner
Mobility/Physical Disability	Physical Therapist, Orthopedic Surgeon, other physician knowledgeable to condition
Speech and Communication Conditions	Speech Language Clinician
Vision	Optometrist, Ophthalmologist

Please send documentation forms to:

**Hampshire College**

**Office of Accessibility Resources and Services (OARS)**

**893 West St. Amherst, MA 01001**

**P: 413.559.5498, F: 413.559.6098**

[accessibility@hampshire.edu](mailto:accessibility@hampshire.edu)

\*Elements adapted from University of Rhode Island Office of Disability Services: <http://web.uri.edu/disability/>