



Salisbury University
Disability Resource Center
1101 Camden Drive Salisbury, MD 21801
(P): 410-543-6087 (F): 410-543-6088 (TTY): 410-543-6083

Disability Resource Center Documentation Criteria

We will collaboratively review the documentation you provide. We may request additional information needed to consider requested accommodations/services, as appropriate.

All documentation submitted should be prepared by a qualified professional. A qualified professional is defined as an individual who is licensed or is a formally recognized expert in the medical, psychological and/or educational field with the authority to make diagnoses and/or recommendations in their specific field of practice. Documentation of a disability may include assessments, reports and/or letters from qualified health care providers, psychologists, or diagnosticians and/or information from a previous school. In order to ensure an objective assessment, the professional completing the evaluation must be an impartial individual who is not related to the student. Documentation of a disability should include the following:

- Typed on appropriate letterhead and include the name, date, title, address, phone number, and signature of the professional who prepared the documentation.
- A statement of a specific diagnosis of a disability including diagnostic codes, as appropriate.
- A description of the functional limitations/challenges that significantly impact you in an academic environment.

Disability Documentation Recommendations

You should submit the most relevant/current disability documentation including current medication(s) and any related side-effects, current and/or past accommodations and any recommended accommodations and/or other relevant information regarding your disability.

An IEP/504 plan may or may not be sufficient documentation; you should include any relevant testing, evaluations and/or assessments used to determine diagnoses, accommodations and services.

For diagnoses of learning disabilities, you should include documentation that contains a discussion and/or data which supports the diagnosis and provides an explanation of the evidence used to diagnosis you. Examples include the following:

- Aptitude Testing: (Wechsler Adult Intelligence Scale-Revised-WAIS-R)
- Achievement Testing: (Woodcock-Johnson Psycho-Educational Battery)
- Assessment of Information Processing: (Bender-Gestalt Perceptual-Motor Test)