

Disability Declaration and Documentation Policy

Students with disabilities at Cambridge College are encouraged to contact the Office of Disability Support (ODS) to request appropriate services but are not required to disclose any disability. All students seeking accommodations under the Americans with Disabilities Act must self-identify with ODS and provide appropriate information. Students must disclose disability directly to ODS in order to receive status as a student with a disability. Disclosure to faculty, admissions counselors, or other staff members is not considered official disclosure.

Initial self-disclosure may be initiated through phone, email, or in-person, but receipt of accommodations will require an in-person meeting unless the student takes classes at one of the College's regional centers or unless an in-person meeting is impossible for another legitimate reason. In cases where an in-person meeting is not possible, only phone conversations will be acceptable.

Appropriate Documentation

ODS asks students who request disability accommodations to describe their disability, their past use of accommodations, and the disability's likely impact on their educational experiences. Documentation provides a valuable tool for helping Cambridge College understand how courses, systems, and facilities may present barriers, and for planning strategies, including reasonable accommodations, that provide access. ODS uses external documentation to augment conversations with students and to support requests for accommodations.

Types of documentation supportive of requests include medical records, psycho-educational testing, school records, and letters or affidavits from mental health professionals. If students do not have copies of this type of information, they are welcome to meet with ODS to discuss other ways to demonstrate a connection between the condition and academic barriers anticipated or currently being faced.

Any expenses incurred in the obtaining of professional verification are the individual's responsibility. The following documentation criteria will be used:

1. The documentation must state the diagnosis
2. The documentation must state the functional limitations of the diagnosis as they pertain to academics
3. The documentation must state recommendations for academic accommodations

All documentation must:

- Be signed by the treating clinician and be written on official letterhead
- Be recent except in cases of neuropsychological testing done as an adult
- Be complete (all pages included) except in cases of neuropsychological testing where students might prefer to omit personal background or history

Treating Clinician

Treating clinician is defined as a qualified, licensed health care professional, currently or recently associated with a student. Family members who are health care providers or work

colleagues associated with students may not act as treating clinicians for the purposes of providing disability documentation.

Individuals Responsible for Revision and Implementation: Coordinator of Academic and Disability Support, Dean of Student Affairs, Vice President of Enrollment Management and Marketing