

Required Documentation for Head Injury/Traumatic Brain Injury

Students requesting support services from Academic Counseling and Center for Educational Support Services (ACCESS) are required to submit documentation of a disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Geneva College's policies. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

Submission of documentation is not the same as the request for services. Request for services and/or reasonable accommodations **must be initiated by the student** once he/she is confirmed at Geneva College. The student must schedule an intake appointment with ACCESS so that support services and reasonable accommodations may be discussed. Documentation will be reviewed by ACCESS prior to the appointment. Reasonable accommodations cannot be implemented until the student's documentation is complete. ACCESS is responsible for the determination of reasonable accommodations.

Documentation must be submitted by a licensed physician, neurologist, psychologist, neuropsychologist, or psychiatrist. Documentation should include the names, titles, professional credentials, license number, addresses, and phone numbers of the evaluators as well as the date of the report. The following guidelines are provided to assist the diagnostician in providing the required information.

1. A clear statement of the head injury or traumatic brain injury and the probable site of lesion;
2. Documentation for eligibility should be current, preferably within the last three years; (the age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations);
3. A summary of cognitive and achievement measures used and evaluation results including standardized scores or percentiles used to make the diagnosis;
4. A summary of present residual symptoms which meet the criteria for diagnosis;
5. Medical information relating to the student's needs should include the impact of medication on the student's ability to meet the demands of the postsecondary environment;
6. Suggestions of reasonable accommodations which might be appropriate at the postsecondary level are encouraged. These recommendations should be supported by the diagnosis.