

Academic Accommodation Documentation Criteria

High Point University (HPU) is committed to providing reasonable and effective accommodations to individuals with disabilities. The legal definition of disability is a mental or physical condition that substantially limits a major life activity compared to most people. Substantial in this context is somewhat subjective but means a notable, significant, meaningful limit/difference to the manner in which the individual engages in the activity, the conditions necessary for them to engage in the activity, the duration for which they can engage in the activity or the frequency which they engage in the activity. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and the proper functioning of major bodily systems.

Documentation Elements:

1. Qualifications of Medical Provider:

Documentation must be typed on official letterhead, dated, and signed by a qualified medical professional. The provider must be licensed or certified in the field relevant to the student's diagnosis. The documentation must include the provider's name, title, and license/certification credentials. Please note that documentation from family members or individuals with a close personal relationship to the student will not be accepted.

2. Diagnosis and Medical History:

Provide the diagnosis, including the official ICD or DSM code, along with any relevant personal, medical, developmental, educational, or psychosocial history.

3. Description of Diagnostic Methodology:

Provide a detailed explanation of how the diagnosis was made, including data and results from any evaluation tools used. The results should clearly show how they support the diagnosis and the student's functional limitations. For cognitive disorders, evaluations should be based on adult norms.

4. Current Impact and Functional Limitations:

Documentation should explain how the student's diagnosis currently affects their access to academic and/or residential programs. Information should include whether symptoms are constant or episodic, how often they occur, and how long they last (frequency, intensity and duration). The explanation should show how the condition substantially limits a major life activity or bodily function. Include any treatments, medications, or assistive devices being used, along with their effects and possible side effects.

Insufficient Documentation for Accommodations:

1. A brief note from a physician or health professional requesting an accommodation.
2. Information or notes written on a prescription pad or aftercare instructions issued to the student.
3. Reports or letters that only mention "problems or challenges" without outlining a clear learning disability diagnosis, evidence of significant functional limitations, or a history of accommodations are not considered comprehensive.
4. Screening tools or rating scales (e.g., QbCheck, CNS Vital Signs) are not accepted as the only form of documentation to substantiate the need for accommodation.

Please submit all documentation to the High Point University Office of Accessibility Resources and Services via Email: OARS@highpoint.edu or by uploading the documentation to your Portal.

If you have questions, please call the High Point University Office of Accessibility Resources and Services at 336-841-9026.