



OFFICE OF ACADEMIC EMPOWERMENT & ACCESSIBILITY

GUIDELINES FOR SUBMITTING DOCUMENTATION

The Office of Academic Empowerment & Accessibility (OAEA) at Central State University (CSU) requires current and relevant documentation in order to determine reasonable accommodations that qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

DISABILITIES COVERED BY THE ABOVE LAWS:

- Learning disabilities (such as dyslexia, dysgraphia and dyscalculia)
- Medical health (such as cardiac disease, diabetes, arthritis, cancer, seizure disorder, etc.)
- ADD/ADHD
- Physical/mobility impairments (ambulatory, wheelchair)
- Hearing impairments
- Visual impairments
- Emotional/psychological impairments (such as bipolar disorder, depression, anxiety, etc.)
- Autism Spectrum Disorder
- Traumatic brain injury
- Temporary disabilities - disabilities existing only for a short period of time (6-months or less) as a result of injuries, surgery or short-term medical conditions

GUIDELINES TO SUPPORT ACCOMMODATION REQUESTS

These guidelines are designed to be flexible and sufficiently broad to support students who are in need of services. There are multiple ways to provide OAEA with documentation of your physical or mental impairment, including a self-report, which occurs during the required Intake Meeting with the ADA Compliance Coordinator. Individuals should be prepared to discuss the following during the Intake Meeting:

SELF-REPORT/INTAKE MEETING

- Nature and severity of diagnosed disability and/or medical/mental condition
- Impact of the disability/condition in the academic environment
- Rationale for reasonable accommodations, auxiliary aids and services for individual courses, programs, activities and facilities
- Previous use of accommodations and auxiliary aids and services in the academic environment

Students should submit at least one of the following, in addition to the self-report of students, during the required Intake Meeting. The following documentation guidelines will be utilized to support the various types of accommodation requests at CSU:

1. Full Evaluation/Diagnostic Report

1. A psychological evaluation from a licensed psychologist or psychiatrist
2. This would provide the richest information to determine the best possible accommodations and supports.

2. Documentation that Provides Proof of Diagnosis and Prior Accommodations

1. Individualized Education Plans (IEP)
2. 504 Plans
3. Evaluation Team Reports (ETR)
4. Multi-Factored Evaluations (MFE)
5. Accommodation letter from previous postsecondary institution

***Please Note:** The accommodations for postsecondary education may be different from elementary and secondary education environments. Providing this information and having history of the disability in elementary and secondary school does not automatically guarantee that one will receive the requested services. Although the documentation types mentioned above can provide us with specific information, we may not be able to utilize the same accommodations in all cases. This includes accommodations from previous postsecondary institutions, as well. All qualifying accommodations will be discussed in the Intake Meeting with the ADA Compliance Coordinator and provided on a case-by-case basis. Any additional accommodations specific to your learning, physical or mental impairment that you would like for the ADA Compliance Coordinator to consider must be requested and approved.

3. Disability Verification Form

1. This form can be obtained from the ADA Compliance Coordinator in OAEA
2. Must be completed and signed by a licensed healthcare professional

4. Letter from a Licensed Healthcare Professional (Instead of the Disability Verification Form)

A letter or document from a licensed healthcare professional may be submitted. Please provide the following information to OAEA on letterhead with the date and signature of the licensed healthcare professional:

1. A diagnostic statement identifying the disability (with the date of diagnosis)
2. Severity of the disability (mild/moderate/severe)
3. Medication or treatment currently prescribed
4. Recommended accommodations that may assist the student in minimizing the impact of the condition in a collegiate/academic setting

5. Documentation for Emotional Support Animals (ESA)

To ensure the provision of reasonable and appropriate accommodations for our students requesting an Emotional Support Animal (ESA) are met, two forms of documentation are needed:

1. *Treatment Provider Form (available in the OAEA)
2. Veterinarian Verification Form (available in the OAEA)

*The Treatment Provider Form may be submitted in narrative form, on office letterhead, dated and signed by a mental health professional/treatment provider. The following should be included in the letter:

- Current and comprehensive documentation of the student's disability
- Information that describes the symptoms of the disorder, including the impact on the student's daily living and learning activities
- Severity and duration of the diagnosis and recommendations for treatment
- Describe the therapeutic relationship between the student and the animal
- Name and animal breed/type of the ESA
- Licensure information of the mental health professional/treatment provider: Licensure type, date of license, license number and state issuing the license

IMPORTANT INFORMATION REGARDING DOCUMENTATION

- **Submitting your Documentation & Eligibility Determination**
 - The OAEA will review and consider all pieces of documentation submitted for each reported disability or medical/mental condition. Documentation will assist our office in understanding how the disability impacts the student in a collegiate/academic setting and the current impact of the disability as it relates to the accommodations requested.
 - Reviewing documentation is a collaborative process and each piece of documentation is handled on a case-by-case basis.
 - The eligibility determination process is not a same day process. It is one that is interactive and may take time to complete. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation related needs.
- ***“I Don’t Have Access to My Documentation Right Now...”***
 - Do not let the lack of documentation hinder your interest in accessing the office!
 - In unique situations, provisional accommodations may be approved for students. These provisions are typically approved for one (1) semester and may later be approved on a permanent basis upon receipt of appropriate documentation.
- **Temporary Conditions**
 - Students with temporary conditions, such as a broken leg/arm, concussion, pregnancy or surgery recovery can self-identify and receive services through OAEA on a temporary basis. The same intake process will need to be followed.
- **Non-Academic Accommodations**
 - Students requesting non-academic accommodations (i.e. housing, parking, etc.) may be asked to complete additional forms to ensure that collaboration with other appropriate campus offices occur in a timely manner.
- **COVID-19 Considerations**
 - The Americans with Disability Act (ADA) protects people with disabilities from discrimination. Conditions that are minor and temporary (such as a cold or flu) do not count as disabilities under the ADA. However, short-term illnesses or other impairments may qualify as a disability if it is severe.
 - **Getting Documentation...**
 - Due to national, state and local directives to promote social distancing, we understand it may be difficult for you to obtain disability documentation. Please contact our office. We are here to help!
 - **Getting Accommodations...**
 - As we continue to experience the emerging COVID-19 public health concern and the impact it has on the transition to online learning and the return to the campus environment for students, academic accommodations may be possible.
 - As face coverings become an expectation on campus, any student who is not able to wear a mask due to an existing health condition or disability and requires an exemption as an accommodation should contact the ADA Compliance Coordinator in the OAEA.
- **In General**
 - Central State University does not provide disability evaluations or assessments.
 - If you have questions about anything related to support for students with a disability or medical/mental condition, you are encouraged to speak with the ADA Compliance Coordinator.

ALL DOCUMENTATION CAN BE EMAILED, FAXED OR SENT THROUGH POSTAL MAIL TO:

Jaton R. Brame, ADA Compliance Coordinator

Email: jbrame@centralstate.edu

Phone: (937) 376-6479

Fax: (937) 376-6647

Office Email: oea@centralstate.edu

U.S. Postal Mail:

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