

## **Guidelines for Documentation of Physical Disabilities or Chronic Medical Conditions**

Spartanburg Methodist College is committed to ensuring equal access for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students who wish to obtain accommodations for a disability must submit documentation of the disability to the Accessibility Resources office. It is the responsibility of the student with a disability to obtain and pay for this documentation.

The purpose of the documentation is twofold. First, it must establish that the student is a person with a disability. The documentation must also provide a rationale for authorizing reasonable accommodations. Accommodations provide for equal access for the student with a disability.

Accommodations should be appropriate to a student's current level of functioning. In general, the evaluation should be conducted within *three to five years* of the date of request for services. Exceptions may be made in the case of a disability of a permanent and unchanging nature. If the disability is less stable, more frequent updates may be required.

Documentation for a physical disability must meet the following criteria.

### **Criteria for Documentation of Physical Disabilities or Chronic Medical Conditions**

- Documentation should reflect the student's current level of functioning and should generally be no more than three to five years old.
- Documentation should be provided by a licensed professional who is qualified to diagnose the type of condition for which accommodation is being requested. The practitioner should not be related to the person being evaluated.
- Reports should be typed on letterhead, dated, and signed by the evaluator.  
**Documentation on prescription pads will not be accepted.**
- Documentation must include a clearly stated diagnosis of the disabling condition.
- Documentation must include a detailed description of the tests or procedures used to establish the diagnosis.
- Documentation must include a clear description of the functional limitations resulting from the disabling condition, as well as a description of the impact of medications or other treatments prescribed.
- Documentation should include recommendations concerning accommodations needed in the classroom and the broader college environment.
- Chronic medical conditions may be documented using the Chronic Medical Condition form available in AR or on the AR webpage. Students who have seizure or seizure-like disorders will also be required to complete the Seizure Action Plan available in AR or on the AR webpage.

**All documentation should be sent to:**

Accessibility Resources  
Spartanburg Methodist College  
1000 Powell Mill Rd  
Spartanburg, SC 29301  
Phone: 864-587-4272  
Fax: 864-587-4359  
Email: [disabilityservices@smcsc.edu](mailto:disabilityservices@smcsc.edu)