



OFFICE OF ACADEMIC SERVICES

Recitation Hall, Rm. 206
P.O. Box 720 | Springfield, Ohio 45501
Phone: (937) 327-7891 | Fax:(937) 327-7918
harrelsonj@wittenberg.edu

Documenting a Medical Disability

Guidelines for Documenting a Medical Disability

Students should work with their medical provider to submit documentation on official letterhead of the professional/service provider. The provider must be a professional qualified to diagnose and treat the medical disability. Please note that the provider cannot be a family member of the student submitting documentation.

Because medical disabilities may change over time, given the nature of the condition, impact of medication, and other treatments; it is helpful when documentation speaks to the current impact on the student and their living/learning environment.

The documentation should include a narrative description of the disability. The following information should be included:

1. Diagnosis, date of diagnosis, relevant medical history, and last contact with student.
2. Description of the diagnostic criteria, evaluation method, and symptoms of the diagnosis.
3. Description of current and past accommodations, services, treatment, and/or medication(s).
4. Describe the current functional limitations of the disability, including physical limitations.
5. Describe the functional impact of the condition on the academic and/or residential environment for the student.
6. Please suggest recommendations for academic and/or housing accommodations.
7. The documentation should also provide rationale that supports the type(s) of accommodation(s) requested.

Documentation should be submitted to Office of Academic Services via fax, mail, or in-person. The cost of obtaining professional verification is the responsibility of the student.