

Provider Documentation

Dear Healthcare Providers,

When providing documentation for DU students, we must have three elements:

1. Disability/diagnosis
2. Functional limitation(s) based on objective evidence
3. Need for accommodation(s) based on objective evidence

Our full documentation policy follows our signature line.

Below is a sample letter which covers these elements.

Sample Letter

Sample 1: JoJo Brown has generalized anxiety disorder. JoJo gets overwhelmed with assignment deadlines and test taking. Please allow JoJo to have extended time on assignments, tests, and quizzes. This will allow JoJo to demonstrate their learning rather than working memory deficits. JoJo also needs a single room so that they can recharge from social input. JoJo also uses time alone in their bedroom to practice meditation and coping skills.

Unreasonable accommodation requests

We also want you to understand that what constitutes a *reasonable* or *unreasonable* accommodation request can be context-specific. For example, when a student barrier may be attending in person class, it may be reasonable for a medical professional to write an accommodation for remote instruction.

Scenario: University A has a robust online program and is easily set up to Zoom students into class. University B has no undergraduate online program and hosts only in-person courses. The accommodation would be granted for the student at University A but University B will probably deny this accommodation because it is not reasonable.

Additionally, universities may or may not provide the specific accommodation the student is requesting, for example a peer note taker in class with the disabled student. Our obligation is to provide access. In most instances, universities choose how to address the barrier, “student has difficulty taking notes in class.” It is most likely a student will be granted an accommodation for speech to text assistive technology to facilitate note taking. Hence, students are granted access but not necessarily the specific accommodation.

Deadlines

Universities are required to respond to and grant academic accommodations throughout the academic year. However, we do have early spring deadlines for students requesting housing accommodations. Students making housing accommodation requests after the deadline will most likely be wait-listed and have to wait for the next academic year.

The provider gives the documentation to the DU student and the student uploads it to our Accommodate database portal.

If you have questions, please call us at 303-871-3241 or DSP@du.edu.

Warm wishes,

AccessibleDU: Student Disability Services (SDS)

SDS Documentation Policy

Students must coordinate with their current treatment provider to obtain appropriate documentation. It is most common for students with learning disabilities or ADHD to submit psychoeducational testing. Please note per [OCR \(Office for Civil Rights\), an IEP may not be sufficient](#) for granting accommodations. Documentation may be in the form of diagnostic testing or a letter of support from the current, treating healthcare provider. Supporting documentation must include the following information:

- Submitted on formal letterhead from the treating provider
- Include the treating provider’s signature and license number
- All documentation must be submitted in English

- Within a relevant time frame
- Include a formal diagnosis
- All documentation requires the following elements:
 - Disability/Diagnosis
 - Functional limitation based on objective evidence
 - The need for accommodation(s) based on objective evidence