



Disability Documentation Standards

Students requesting accommodations from Accessibility Services at Aspen University must provide professional documentation in addition to the student's request form. There are two options to verify your disability: have your treatment provider complete the Treatment Provider Verification of Disability Form (as a part of the Disability Accommodations Request Packet) or submit alternative documentation that meets the criteria outlined below.

We typically accept documentation from psychologists, psychiatrists, licensed counselors, or medical doctors. IEPs, ARDs, or previous 504 plans are generally considered supporting documentation and may not solely substantiate disability accommodations.

Please see the categories below for specific information on different types of disabilities. The Office of Accessibility may reach out directly to the treatment provider for further clarification or additional information as needed. If you are concerned about obtaining appropriate documentation, please reach out to the Office of Accessibility Services (accessibility@aspen.edu) so we can work together to find resources that may provide more current evaluations. The institution has the discretion to require additional documentation upon review. Pending the receipt of appropriate documentation, the institution reserves the right to deny any accommodations. Accommodations are intended to reduce or eliminate barriers to equal access; they are not intended to waive academic requirements considered essential to a particular course or program.

Disability Documentation Guidelines for Medical, ADD/ADHD, and Psychological Conditions:

- Should be on appropriate letterhead and include the name, date title, address, phone number, and signature of the professional who prepared the documentation.
- The nature and duration of treatment with the professional.
- A current diagnosis including diagnostic codes (ICD or DSM), as appropriate.
 - Typically, a current diagnosis would have been within the last year. Currency will be reviewed on a case-by-case basis.
- A description of the functional limitations/challenges that significantly impact you in an academic environment.
- The date of the most recent evaluation or medical appointment with the professional.
- Accommodations or services currently prescribed or in use. Include estimated effectiveness in minimizing the impact of the condition.
- Treatments, therapies, or medications, if applicable, to mitigate the condition.
- Progression or stability of disability over time.
- If the condition is susceptible to change, include conditions that may exacerbate the condition.



Disability Documentation Guidelines for Learning Disabilities

- Typed on appropriate letterhead and include the name, date, title, phone number, and signature of the professional who prepared the documentation.
- A current diagnosis of a disability including diagnostic codes (ICD or DSM), as appropriate.
 - Typically, a current diagnosis would have been within the last five years.
Currency will be reviewed on a case-by-case basis.
- A diagnostic report that includes standard test scores, subtest scores, intelligence/ability testing, & achievement testing.
- An evaluator's narrative that includes academic history, diagnostic history, and evaluations conducted.
- A description of the functional limitations/challenges that significantly impact you in an academic environment.

Disability Documentation Guidelines for Physical/Sensory Conditions

- Typed on appropriate letterhead and include the name, date, title, phone number, and signature of the professional who prepared the documentation.
- A current diagnosis of a disability including diagnostic codes (ICD or DSM), as appropriate.
 - Typically, a current diagnosis would have been within the last five years.
Currency will be reviewed on a case-by-case basis.
 - For stable, long-term conditions, currency may extend beyond five years.

If you have questions about the above information, please reach out to the Office of Accessibility Services for clarification at accessibility@aspen.edu.