

Disability Documentation Guidelines

Documentation is the paperwork that provides Disability Services with the information necessary to show that you have a disability. The documentation should provide details regarding how your disability limits your ability to function in an academic setting. You must provide documentation unless:

- the disability is visible and
- the requested accommodations involve only the visible disability.

MCTC does not test for disabilities. However we may refer students to the appropriate provider or Vocational Rehabilitation agency for testing. Documentation of a disability is created by a professional qualified to make such diagnosis. Documentation should be current and include the information below.

- **Diagnosis:** Include a statement of the medical, physical, cognitive, or mental health impairment. We prefer that the diagnosis be from the most recent edition of the DSM or ICD;
- **History:** Include relevant background information and initial date of diagnosis;
- **Severity of disability:** Include how the disability greatly limits a major life activity and/or functional limitations as they relate to learning;
- **Method(s) of current treatment:** Include the impact on learning that the treatment or medication causes and treatment protocol;
- **Recommendation of accommodations:** Include observations and recommendations for academic adjustments and assistive technology.

An Individual Education Program (IEP) or 504 Plan can be used as documentation. To use an IEP or 504 Plan as documentation, it should contain the following information:

- Disability diagnosis or category;
- Thorough discussion of the present levels of academic achievement and functional performance including how the disability impacts participation in the general education curriculum;
- The accommodations used and how these are connected to the limitations or barriers caused by the disability or disabilities.

MCTC does not have to provide the same accommodations that are on the IEP or 504 Plan. The accommodations on the IEP or 504 Plan may be unreasonable in a college setting. A practitioner's accommodation recommendations are considered. However, the college is not required to provide accommodations recommended by your practitioner or a Vocational Rehabilitation counselor.