



Documentation Requirements for Chronic Health and Physical Conditions

Students, faculty, staff, and campus guests wishing to request accommodations due to chronic health and physical conditions should refer to the following documentation requirements:

1. Requirements of the PRACTITIONER:

- A) Documentation must be completed by a medical specialist who has expertise in the area of the specific impairment for which accommodations are being sought.
- B) Practitioners need to adhere to their profession's code of ethics as it relates to qualifications and conflicts of interest.
- C) Documentation must be typed, dated, signed by the evaluator and submitted to ODS on professional letterhead in English.

2. Requirements of the REPORT:

- A) The report must include a clear statement of the diagnosis, including pertinent symptomatology and any fluctuations in the individual's condition
- B) Documentation must be current. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodation.
- C) Documentation must contain information pertaining to the individual's current level of functioning. A clear explanation of how the symptoms currently cause significant limitations for the individual, within the academic environment or workplace must be included.

All documentation is confidential and should be submitted to:

Office of Disability Services, Drexel University

3141 Chestnut Street, 81-210 Philadelphia, PA 19104

Phone: 215.895.1401 TTY: 215.895.2299 Fax: 215.895.1402

Registering with the Office of Disability Services

Drexel University ensures that people with disabilities have an equal opportunity to participate in its programs and activities. Members and guests of the Drexel community who have a disability and need accommodations to participate fully in Drexel University's programs need to file a formal request for accommodations with ODS. Along with the request for accommodations, the individual needs to submit appropriate medical or psycho-educational documentation (See *Documentation Requirements*). ODS will consider all requests on a case-by-case basis and in a timely fashion. If an individual makes an accommodation request that is not supported by the documentation on file, ODS has the right to solicit additional documentation. Once ODS obtains complete documentation and has worked with the individual and any other necessary entities to determine reasonable and appropriate accommodations, the official Accommodation Verification Letter (AVL) is issued by ODS specifying the approved accommodations.

Documenting a Chronic Health Condition or Physical Impairment

The nature and impact of a chronic health or physical impairment can manifest itself in a variety of ways among individuals. The condition can also present a wide array of symptoms and functional limitations to any given individual over a lifetime. Therefore current documentation serves as the foundation for an individual's request for accommodations at Drexel University. The age of acceptable documentation is dependent upon the disabling condition, the current status of the individual, and the individual's request for accommodations.

ODS understands that an individual's functioning may be affected at times by the absence or presence of mitigating measures (such as medication, auxiliary aids, adaptive devices, etc). Evaluators should disclose the impact of mitigating measures and ODS staff will accommodate based on the individual's lowest level of functioning.