



**Office of Student Life
Disability Services**

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www.cotc.edu/student-life/ODS/

Documentation Process and Recommendations:

The Office for Disability Services (ODS) provides academic services and accommodations for students with diagnosed disabilities. The documentation provided regarding the disability diagnosis must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

The Office for Disability Services (ODS) will review and consider all pieces of documentation submitted. Documentation will assist ODS in understanding how the disability impacts the student in an academic setting and the current impact of the disability as it relates to the accommodations requested. Reviewing documentation is a collaborative process and each piece of documentation is handled on a case-to-case basis. The eligibility determination process is not a same day process. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation related needs. The student will be contacted by an email to their COTC email address once the documentation has been reviewed. Upon receipt of this email the student is required to meet with a counselor for an intake appointment to be considered fully registered with the office. If you would like to discuss the documentation review process, it is possible to directly speak with an ODS counselor so your questions and concerns can be addressed.

There are multiple ways to provide ODS with documentation of your disability. This documentation should be completed or provided from a treating or diagnosing healthcare professional (psychologist, psychiatrist, counselor, therapist, social worker, medical doctor, optometrists, speech-language pathologists, etc.). The various methods are explained below:

- **A full detailed evaluation or diagnostic report** would provide the richest information to determine the best possible accommodations and supports.
- **A report that provides proof of prior accommodations.**
 - Individualized Education Plan/ 504 Plan/ Evaluation Team Report
 - Documentation that illustrates past use of postsecondary accommodations
- ODS has provided a “[Disability Verification Form](#)” that can be completed by the healthcare professional.
- **A healthcare professional can submit a letter of their own.** Please provide the following information to ODS on letterhead with the date and signature:
 - A diagnostic statement identifying the disability (with the date of diagnosis)
 - Severity of the disorder (mild/moderate/severe)
 - Medication or treatment currently prescribed
 - An assessment of major life activities that are affected by the impairment (concentration, memory, social interactions, class attendance, learning, reading, thinking, etc.)
 - Recommended accommodations that may assist the student in minimizing the impact of the condition in an academic setting (examples: test taking, class attendance, taking notes, understanding materials, speaking, comprehension, transportation, housing, etc.)
 - Include test scores when applicable