University of Dubuque
Documentation Guidelines:
Blind/Low Vision

Students requesting support services from the Academic Success Center (ASC) at the University of Dubuque are required to submit documentation of their disability to verify eligibility under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Amendments Act of 2008, and the disability policy of the university. ADA defines a disability as a substantial limitation of a major life function. The diagnostic report must document a disability.

The student must initiate request for services and/or reasonable accommodations once he/she is admitted to the University of Dubuque. The student should schedule an intake appointment with the Disability Services Coordinator in the ASC so that support services and reasonable accommodations may be discussed. The student should bring all supportive documentation to the initial visit.

The accommodations provided by the University of Dubuque are based on the recommendations of trained professionals. Without a complete report from a licensed diagnostician, the University of Dubuque may not fully understand how best to accommodate the students needs and it is possible that accommodations may not be provided until the student documentation process is complete.

The following guidelines are provided to assist the diagnostician in providing the required information. Documentation may be obtained from an ophthalmologist, optometrist, or other licensed medical specialist who has experience and expertise in the assessment and diagnosis of visual impairments. Documentation should include the names, titles, professional credentials, license number, addresses, and phone numbers of the evaluators as well as the date of the report. The report should also include:

1. A clear statement of a visual disability with supporting data.
2. Documentation for eligibility should be current, preferably within the last three years; (the age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations);
3. A summary of present symptoms that meet the criteria for diagnosis of a visual disability.
4. Medical information relating to the student's needs and the status of the student's vision (static or changing) and its impact on the demands of the academic program.
5. Narrative or descriptive text providing both quantitative and qualitative information about the student's abilities that might be helpful in understanding the student's profile, including the use of corrective lenses and ongoing visual therapy (if appropriate).
6. Suggestions of reasonable accommodation(s) which might be appropriate at the post-secondary level. These recommendations should be supported by the diagnosis. The student and the Disability Services Coordinator will make the final determination of the reasonable accommodations to be provided by the University.
All documentation is confidential and should be submitted to
University of Dubuque
Academic Success Center
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