University of Dubuque
Documentation Guidelines

Physical Disabilities and Systemic Illnesses
(Includes but is not limited to: Mobility Impairments, Multiple Sclerosis, Cerebral Palsy, Chemical Sensitivities, Spinal Cord Injuries, Cancer, AIDS, Muscular Dystrophy, Spina Bifida)

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 a request for services and/or reasonable accommodations once he/she is admitted to the University of Dubuque. The student must schedule an intake appointment with the Disability Services Coordinator, so that support services and reasonable accommodations may be discussed. The student should bring all supportive evidence and documentation to this appointment. Reasonable accommodations cannot be implemented until the student’s documentation is complete.

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 student’s 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 must be signed by a physician, neurologist, psychiatrist, or other medical specialist (not a family member.) 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 will include:

1. A clear statement of the medical diagnosis of the physical disability or systemic illness.
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 request for reasonable accommodations);
3. A summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable;
4. A description of present symptoms which meet the criteria for diagnosis;
5. Medical information relating to the student’s needs should include the impact of medication on the student’s ability to meet the demands of the postsecondary environment.
6. Suggestions of reasonable accommodation, which might be appropriate at the postsecondary level should it be included within the diagnostic report. These recommendations should be supported by the diagnosis.
All documentation is confidential and should be submitted to:
University of Dubuque
Academic Success Center
Megan Ruiz
2000 University Avenue
Dubuque, IA 52001
563-589-3757 * Fax 563-589-3722
Mkruiz@dbq.edu