



St. George's University

Guidelines for Documenting a Physical Disability or Chronic Health Condition

Students who want to request accommodations at SGU must provide comprehensive documentation of their disorder to the Student Accessibility and Accommodation Services (SAAS) office. A diagnosis alone is not sufficient to identify what accommodations are reasonable or equitable for a student. Evidence as to the extent to which the disorder currently impairs academic and other major life activities is necessary to establish eligibility. Please do not hesitate to contact the office if you have any questions.

These documentation guidelines are provided to assist you and your medical provider with the necessary information required in order for you to be considered for accommodations. A physician or other medical specialist with experience in the area related to the student's disability should make the diagnosis. In most cases, documentation should be based on a comprehensive diagnostic/clinical evaluation. Conditions may include, but are not limited to, mobility, cancer, fibromyalgia, diabetes, IBS, asthma, etc.

Documentation for a Physical Disability or Chronic Health Conditions should include the following information:

1. **Diagnosis:** A clear statement of the physical or chronic health condition.
 - **Date of initial diagnosis.** Relevant developmental and historical data.
2. **Date of last clinical contact:** Because the impact of a physical or chronic health condition may change over time, current evaluation can be critical for providing reasonable accommodations. Depending on the nature of the disability, updated evaluations may be requested.
3. **Current symptoms related to the diagnosis and prognosis.**
4. **Functional Limitations:** The nature, severity and duration of the condition should be addressed. The documentation should detail how the individual's current symptoms affects a major life activity. Since reasonable accommodations are based on the current impact of the disability, the documentation must address current level of functioning and the need for accommodations.
5. **Medications:** Information on medication side effects is useful and may be considered in accommodation decisions.
6. **Recommendations** for accommodations and services are helpful and should be included; however, SAAS will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

All reports should be on letterhead, typed, dated, and signed, and otherwise legible. The name, title, and professional credentials of the evaluator, including information about license or certification must be included. Evaluators should not be related to the individual being assessed.

The documentation provided by the student is considered confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). However, there are instances when student documentation must be released without consent; for example, health and safety.

Students are encouraged to email documentation in pdf format to Dean of Students dos@sgu.edu.

Documentation may also be mailed to:

Dean of Students Office, Attn: Andrea Blair

P.O. Box 7

True Blue Campus

St. George's University

Grenada, West Indies

Office of the Dean of Students
Student Accessibility and Accommodation Services
University Centre, Grenada, West Indies
Phone: 473-444-4483 Fax: 473-444-2823 E-mail: dos@sgu.edu