

UT MARTIN

Office of Disability Services

DOCUMENTATION GUIDELINES

Federal law requires that students' requests for academic adjustments, auxiliary aids, and other accommodations be determined on a case-by-case basis. This guideline was created to facilitate the individualized review of each student's request and to assist the Office of Disability Services (ODS) in developing an appropriate accommodation plan together with the student.

The following information is generally needed in order to determine the most appropriate accommodations:

1. Does the student have an **impairment** that substantially limits a major life activity
2. How that disability **impacts** the student in the university setting
3. What **accommodations** are necessary to mitigate that impact by providing equitable access

In advance of, or during, the first meeting with ODS, students are encouraged to provide any documentation that they would like considered in the development of their accommodation plan. Documentation may include psychoeducational evaluations, IEPs, 504 plans, or letters from physicians and counselors.

Suggested Documentation Elements:

1. Typed on letterhead, dated, and signed by a qualified professional
2. Diagnostic Statement with any related diagnostic methodology
3. Functional impact or symptoms
4. Severity and/or expected progression
5. Current medication(s) and any related side effects
6. Current and/or past accommodations
7. Any recommended accommodations

Our priority is on meeting with students and beginning the accommodations process for them as soon as possible. **Please do not delay meeting with ODS out of concern for not having the correct (or any) documentation.** If applicable, the Disability Coordinator will discuss with the student any specific documentation that is still needed during the Intake Meeting. Provisional accommodations may be provided to allow students time to procure any needed documentation.

All documentation is confidential. If you have any questions regarding the test scheduling policy, please contact your coordinator or the Office of Disability Services at (731)-881-7195 or email us at Disabilityservices@utm.edu



206-209 Clement Hall
DisabilityServices@utm.edu
Phone: 731.881.7195
Fax: 731.881.7702