



## ADA Accommodations Documentation Guidelines for Providers

### Background Information for Providers:

Your patient has requested reasonable accommodations at Bellevue University. To provide reasonable accommodations, Bellevue University requires comprehensive documentation of the student's disability from the diagnosing professional. The University does not provide assessment for disabilities. The cost of the documentation shall be obtained at the student's expense. If the disability and/or the need for the request accommodation is not obvious, the University may ask for supporting documentation to verify the disability and its nexus to the requested accommodation(s). The information you provide will not become part of the student's other educational records, but it will be kept exclusively in the Accommodations Resource Center.

For this purpose, the Americans with Disabilities Act considers an individual to have a disability if they have a physical or mental impairment that substantially limits one or more major life activities. Substantially limits means the individual is restricted with regard to the condition, manner, or duration under which an individual can perform a particular major life activity as compared to the average person in the general population. A major life activity includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Reasonable accommodations are provided to modify, adjust or eliminate a barrier to a course or program to ensure equitable access. They do not guarantee success. The University is not obligated to make an adjustment that would fundamentally alter an essential element of a course, program, service, or activity.

### Documentation:

Documentation must come from a licensed professional who is qualified to assess the specific disability type. The professional should be an impartial individual who does not have a dual-relationship with the student (e.g. family member, friend). To determine the appropriate accommodations for the student's current level of functioning, documentation and evaluation should be recent, *preferably* within the last three years, depending on if the prognosis is stable or variable.

To meet the definition of a disability and show its nexus to the need for the requested accommodations documentation should include:

- A specific diagnosis;
- Clear identification and description of present symptoms (duration, frequency, severity, triggers) in the context of the demands of postsecondary education;
- Relevant history regarding onset, symptoms, recurrences, hospitalizations, and treatment of the current or related condition(s);
- Relevant information regarding current treatment and prognosis/progression;
  - Auxiliary aids currently being used
- A list of related medication side effects;
- Suggestions of reasonable accommodations (academic, housing, and/or dining) that might be appropriate at the postsecondary level.
  - Explanation of how the accommodation relates to the impact of the condition, if not apparent
- (Short-term conditions) Anticipated time frame for symptom resolution.

Accommodations provided for individuals with short-term disabling conditions or conditions with a highly variable prognosis may be subject to periodic review and updated documentation.

**The licensed professional should send the letter directly to Accommodations Resource Center** by fax to 402-557-5405, by email to [disability@bellevue.edu](mailto:disability@bellevue.edu), or by mail to the address below.

Accommodations Resource Center  
Bellevue University  
1000 Galvin Road South  
Bellevue, NE 68005

Questions? Call 402.557.7422, 402.557.7417