DISABILITY DOCUMENTATION GUIDELINES

To register with the Disability Support and Wellness Center (DSWC) for accommodations, you must provide documentation of your diagnosed disability that meets DSWC guidelines and verifies eligibility under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as amended (ADAAA).

Documentation should be a recent statement or evaluation from a qualified diagnostician (medical or mental health).

A qualified diagnostician must be a licensed or properly credentialed professional who has appropriate training and experience in the specific area of the disability and has no close or personal relationship with the student.

Option 1 | Obtain a letter from your diagnostician that clearly communicates your diagnosis/es, disability limitations and need for accommodations (specific requirements below). Please share these Disability Documentation Guidelines with your diagnostician to assist them with writing a statement of your disability and need for accommodations.

Option 2 | Disability Verification Form - Provide your diagnostician with the applicable disability verification form to complete in full.*

- Disability Verification Form (For Physical or Medical Disabilities)
- Disability Verification Form (For Mental Health Disabilities, including ADHD)

*For registered students, these forms are posted on MyCecil under Cecil Life > Disability Support and Wellness Center > Forms & Documents, and on BlackBoard > DSWC Organization page > Students > New Students; For prospective students, email disabilityservices@cecil.edu to request forms.

Option 3 | Narrative reports or other records from your diagnostician can serve as documentation if they contain all the information noted below.

Please Note: An IEP or 504 plan may not be sufficient documentation on its own and may need supplemental documentation (an exception to this is if you are dually enrolled in high school and at Cecil College).

If you previously received approved accommodations at another institution, you may choose to submit a letter from the Disability Services office at that institution noting the accommodations received as a supplement to your disability documentation for consideration. Do note that Cecil college is not obligated to automatically provide the same accommodations as a previous institution.

DOCUMENTATION SHOULD INCLUDE:

A statement or summary of the student’s disability and need for accommodations on the diagnostician’s official letterhead with license/credential information, or on the applicable Disability Verification Form. To include:
The student’s name and date of birth
- Clearly stated diagnosis/es (if mental health, ensure DSM V Diagnosis/es and Diagnostic Codes)
- Current level of severity
- Description of how you arrived at your diagnosis - please include relevant findings/results
- Description of the impact on the student’s activities of daily living
- Description of the current functional limitations in a college setting
- Description of the expected progression or stability of the disability
- Description of treatment (medications/therapy) and any side effects that may impact academic performance
- Recommendations for accommodations and justifications for each
- Describe any known past accommodations, services, aids or devices and their effectiveness

Upon review of submitted documentation, if additional information is needed to determine the extent of the disability or reasonable accommodations, Cecil College Disability Support and Wellness Center has the discretion to request additional documentation.

Please note that a reasonable accommodation is a modification or adjustment to a course/program that either reduces or eliminates barriers to students with disabilities and enables participation. The purpose of an accommodation at the post-secondary level is to correct or circumvent a functional impairment to provide access, not ensure a student’s success. Upon review of the accommodations recommended, DSWC may conclude that an accommodation is not appropriate based on the requirements of a course/program (i.e., if it would create a fundamental alteration to the course).

INSTRUCTIONS FOR SUBMISSION

- Email to disabilityservices@cecil.edu
- Fax to 410.287.1031
- Drop off in person to the Student Life Office located in the Technology Center, Building D, Room 114.
  Our hours are 8am – 4:30pm, M-F
- Mail to Disability Support and Wellness Center, One Seahawk Drive, TC 103A, North East, MD 21901