Traumatic Brain Injury Documentation Guidelines for Service Eligibility & Determination

In order to establish eligibility for support services and/or reasonable accommodations, students must provide comprehensive disability documentation on official letterhead from a professional licensed or certified to diagnose traumatic brain injuries (e.g. neurologist, neuropsychologist, or psychologist). Documentation should be current and is intended to provide information on the present functional impact of the disability.

Comprehensive disability documentation for students should include:

- Diagnosis and relevant codes from the Diagnostic and Statistical Manual of Mental Disorders.
- History of substantial learning difficulties present since the injury.
- Observational data from the evaluation.
- Test scores from a comprehensive psychoeducational or neuropsychological assessment which provide information on the disability’s present functional impact on cognitive and academic functioning. Such standardized measures may assess cognitive/academic skills, processing speed, fluency, memory, and executive functioning, and should include the following:
  - Adult cognitive assessment (e.g., WAIS-IV, Stanford-Binet 5, TOCA)
  - Achievement measures including measures of fluency (e.g., W-J III, WIAT-II)
- Students with a co-existing diagnosis of Attention Deficit Hyperactivity Disorder should refer to the ADHD documentation guidelines.
- Current functional limitations due to the disability, including expected duration, severity, and impact on academic performance.
- Interpretation of results including explanation as to why differential diagnoses were ruled out.
- Information on previous accommodations and how these supported equal access needs.
- Specific recommendations and rationale regarding academic accommodations and/or services believed to be necessary for equal access.

Students with a co-existing physical disability should provide documentation from a medical professional licensed or certified to diagnose and treat the disability(ies). Physical disabilities include, but are not limited to: Mobility impairment; impaired manual dexterity and/or upper limb strength, stamina, or function; chronic medical condition; visual impairment; or hearing impairment.

Documentation should be submitted on official letterhead and include:

- Diagnosis, including clear statement of existence of medically determinable physical disability.
- Description of disability’s current functional impact on activities relevant to university experience.
- Written report including results of relevant and current assessments related to age/date of onset, progression, severity and scope of functional limitation, situational factors, prognosis, etc.
- Statement regarding the current or planned use of medication, assistive devices, or other rehabilitative measures that may or may not mitigate the disability, symptoms, or functional limitations associated with the disability.

S: Disability Documentation Guidelines
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