



To determine appropriate accommodations and support, **current** documentation of a physical or systemic disability or chronic health condition must be submitted by a licensed medical professional.

Required Elements of Documentation:

1. **Diagnostic Statement** – A clear statement identifying the diagnosed disability, including:
 - a. A clear statement identifying the diagnosed disability
 - b. Date of original diagnosis **and** the most recent evaluation
2. **Description of Functional Impact** – A detailed description of how the condition currently affects the individual's physical, cognitive, or academic functioning in a postsecondary educational environment.
3. **Current Treatments, Medications, or Services**
 - a. Medications prescribed
 - b. Ongoing treatments or therapies
 - c. Use of assistive devices, medical equipment, or other support services
4. **Expected Progression or Stability** – A description of how the condition is expected to change over time, including potential for improvement, worsening, or stability. This is especially important for conditions that may be episodic or variable.
5. **Functional Impact**
 - a. Description of how the condition limits the student in the academic setting
 - b. Specify how symptoms affect concentration, communication, test-taking, attendance, etc.
6. **Recommendations for Accommodations** – Suggested accommodations should be:
 - a. Clearly linked to the individual's functional limitations
 - b. Supported with clinical rationale
 - c. Specific to the postsecondary environment
7. **Provider Information**
 - a. Documentation should be on the provider's letterhead, signed and dated
 - b. Must include name, title, and professional credentials (e.g., MD, DO, PA, NP)
 - c. License number and state of licensure
 - d. Area of specialization relevant to the diagnosis

Note: An IEP (Individualized Education Program) or 504 Plan alone is **not sufficient** as the sole documentation for determining accommodations at the postsecondary level, although it may provide helpful context.

Submit Documentation to: Belmont University
Attn: Office of Accessibility Services
Beaman Student Life Center
Mail Stop: 22100 Student Life
Nashville, TN 37212-3757
Email: accessibility.services@belmont.edu
Fax: 615-460-6497