



Office of Access and Accommodations

Student Engagement & Achievement Center
Fort Valley, GA

Disability Documentation Guidelines

Fort Valley State University (FVSU) is committed to ensuring students have equal access to educational opportunities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Academic accommodations are designed to reduce or eliminate barriers in the learning environment for students with documented disabilities.

It is the student's responsibility to notify the University of a disability and request accommodations through the Office of Accommodations and Testing Services. To determine eligibility for reasonable academic accommodations, students must submit current and comprehensive documentation from a qualified licensed professional.

Required Documentation

Documentation must support the existence of a disability and demonstrate the current functional limitations that significantly impact academic performance. Students should submit:

- A current psychological evaluation and/or relevant testing results
- Any available Individualized Education Program (IEP) or 504 Plan
- Documentation of accommodations provided on standardized tests (e.g., SAT, ACT), if available

Guidelines for Licensed Professionals

A student under your care is requesting academic accommodations at FVSU. We ask that your supporting documentation be written on official letterhead, signed, and include the following elements:

1. Student Information
 - Full name and date of birth
2. Professional Credentials
 - Name, title, license number, and contact information of the evaluator
3. Diagnosis Information
 - Clear statement of diagnosis and date of original diagnosis

- Date of the most recent evaluation
4. Description of Disability
 - Clinical description of the disability, including symptoms and how they impact the student's functioning in an academic environment
 - Expected progression or stability of the condition
 - List of prescribed medications and potential side effects, if relevant to academic functioning
 5. Functional Limitations
 - Specific academic functions that are significantly impacted (e.g., reading, concentrating, writing, processing information)
 - Severity, frequency, and expected duration of these limitations
 6. Recommended Accommodations
 - Specific academic accommodations recommended
 - A clear rationale linking the recommended accommodations to the student's functional limitations

Evaluator Qualifications

Acceptable evaluators include but are not limited to:

- Licensed psychologists, psychiatrists, clinical social workers, neuropsychologists, and physicians with appropriate training and experience

Currency of Documentation

Documentation should reflect the student's current level of functioning. In general:

- Psychological evaluations should be no older than three (3) years
- Documentation for chronic or permanent conditions may require less frequent updates

Additional Resources

Please refer to the University System of Georgia (USG) Board of Regents **Academic & Student Affairs Handbook, Appendices D–H**, for further documentation guidance: [USG Documentation Guidelines](#).

Submission

Supporting documentation may be submitted by the provider directly via email to:
accessandaccommodations@fvsu.edu.

Confidentiality Notice: All documentation submitted is confidential and maintained separately from academic records. If you have questions, please contact the Office of Accommodations & Testing.