

Students with disabilities who are requesting academic accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact the Office of Counseling and Disability Services and provide documentation that states evidence of a “Substantially limiting” disability as defined by federal legislation noted above. In accordance with these laws, the Wharton County Junior College Office of Counseling and Disability Services is required to have appropriate medical and/or psychological documentation on file in order to provide the requested academic accommodation.

The documentation the Office of Counseling and Disability Services relies on should be from appropriately trained evaluators to provide evidence as to the presence and severity of the disability itself. With the detailed information as outlined below, we can serve the student more effectively in collaboration with the evaluator. These guidelines provide the specific information necessary to assess the appropriateness of the student’s request for academic accommodation. Since manifestations of a student’s disability may change over time, the evaluation must reflect the student’s current status. Typically, in order for records to be adequate to determine the current need for accommodations, these records should be **no more than five years old** when submitted to the Office of Counseling and Disability Services.

The documentation must reflect the following:

1. A specific diagnosis (including level of severity).
2. The specific findings in support of this diagnosis including relevant history, tests administered, test results, and interpretations of those test results.
3. A description of the student’s functional limitations as they are directly related to the stated disabilities.
4. Specific recommendations for academic accommodations for both the curriculum and testing, including an explanation of why these specific accommodations are needed.
5. The evaluator’s name, address, telephone number (in the event our office needs to contact the evaluator), and professional credentials relevant to the diagnosis.
6. The documentation must be on letterhead typed, dated, and signed.

IMPORTANT: If a student was tested in high school, the Comprehensive Individual Assessment will have this information included in it. Please note that IEP and 504 plans are not sufficient documentation of a disability unless they include formal assessment data (from a licensed medical doctor, clinical psychologist, or appropriate diagnostician).

The above points are general requirements for all documentation packets; however, specific information for different disabilities may be required. If you have any questions, please do not hesitate to contact via e-mail disabilityservice@wcjc.edu or call the Director of Counseling and Disability Services, Amber Barbee at 979-532-6384. Documentation may be personally delivered to the campus attended, faxed to (979) 532-6466, e-mailed, or mailed to the Office of Counseling and Disability Services, at the following address:

Wharton County Junior College
Office of Counseling and Disability Services
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