Each student requesting accommodations through the office of Disability Support Services is required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act (2008). As defined by Section 504 and the ADAAA, an individual with a disability is a person who has a physical or mental impairment which substantially limits a major life activity. Academic adjustments and other accommodations are implemented to provide equal access to college programs and services.

In order to determine eligibility, a qualified professional must certify that the student has been diagnosed with a disability and provide evidence that it represents a substantial impact to a major life activity (e.g., caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, etc.). It is important to understand that a diagnosis in and of itself does not substantiate a disability. In others words, information sufficient to render a diagnosis might not be adequate to determine that an individual is substantially impaired in a major life activity. DSS requests documentation of a disability for the purpose of establishing disability status, understanding how the disability may impact a student, and providing adequate information on the functional impact of the disability so that effective reasonable accommodations can be determined. Reasonable accommodations are individually determined based upon the information provided by the student in the intake interview and the functional impact of the condition as evidenced by supporting documentation. Prior history of having received an accommodation does not, in and of itself, warrant or guarantee its continued provision. An Individualized Education Plan (IEP) or 504 plan is almost never sufficient documentation of a disability at the post-secondary level.

This documentation form was developed as an alternative to a traditional diagnostic report. If a traditional diagnostic report is being submitted as documentation instead of this form, please refer to the DSS website (http://www.shu.edu/offices/disability-support-services/forms.cfm) in order to view documentation guidelines. DSS expects the following in regard to this documentation form:

- The form will be completed with as much detail as possible as a partially completed form or limited responses may hinder the eligibility process.
- The diagnosis of a medical condition was derived through a formal assessment.
- The assessment information must be current.
- The form is being completed by an appropriate professional, with training and expertise related to the particular medical condition identified, such as a licensed doctor of optometry or licensed medical doctor with certification in ophthalmology. The professional may not be a relative of this student.
Disability Verification Form for Students with Visual Disability

Student’s Name: _______________________________

Date of first contact with student: ____________ Date of last contact with student: ____________

What is the student’s diagnosis? ________________________________________________________________

How long has the student had this diagnosis/condition? _____________________________________________

What is the severity of the condition? ___ Mild ___ Moderate ___ Severe

Explain the severity indicated above: ______________________________________________________________

What is the expected duration? ____ Chronic ____ Episodic ____ Short-term

Explain the duration indicated above: ______________________________________________________________

What is the student’s visual acuity? (Explain in detail)
___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Are glasses, contacts, or other visual aids prescribed to assist in the student’s visual acuity? If so, how is the
vision affected by use of such aid? What is the visual acuity with the glasses, contacts, or visual aid?
___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Is the vision impairment expected to remain stable or is it expected to decline? (If it is expected to decline,
describe the expected progression of the vision impairment):
___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Describe any particular procedures used to establish diagnosis that you feel may be useful to us in
determining appropriate academic accommodations or services: _________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Provide information regarding the student’s current symptoms that you feel are relevant to our
determination of appropriate academic accommodations or services: _________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

List the student’s current medication(s), including dosage, frequency, and adverse side effects (if applicable):
___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________
Are there significant limitations to the student’s functioning directly related to the prescribed medications?  
___ Yes     ____ No  If yes, explain:  
________________________________________________________________________

Provide information regarding the impact, if any, of the condition on a specific major life activity (e.g., learning, communicating, interacting with others, etc.):  
________________________________________________________________________
________________________________________________________________________

State the student’s functional limitations from the disorder specifically in a classroom or educational setting:  
________________________________________________________________________
________________________________________________________________________

Please provide your specific recommendations (based upon your assessment, the student’s clinical and academic history, and diagnosis) for reasonable accommodations that you believe will help equalize the student’s ability to access the SHU’s educational program along with rationale for each:  
________________________________________________________________________
________________________________________________________________________

Additional information you believe would be helpful in determining the nature and severity of this student’s disability, and any additional recommendations that may assist DSS in determining appropriate accommodations:  
________________________________________________________________________
________________________________________________________________________

Certifying Professional  
Name and Title  
________________________________________________________________________  
Area of Specialty  
________________________________________________________________________

License Number  
________________________________________________________________________  
State of Licensure  
________________________________________________________________________

Address  
________________________________________________________________________  
Phone #  
________________________________________________________________________

City, State, Zip  
________________________________________________________________________  
Fax #  
________________________________________________________________________

Signature of Certifying Professional  
________________________________________________________________________  
Date  
________________________________________________________________________

Please Return To:  
Disability Support Services  
Seton Hall University  
400 South Orange Avenue  
Duffy Hall, Room 67  
South Orange, NJ 07079  
(973) 313-6003 (phone)  
(973) 761-9185 (fax)  
dss@shu.edu