



General Documentation Guidelines for Students with Disabilities

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Overview

The Disability Access office requires students who are seeking accommodation on the basis of disability to provide documentation from a qualified healthcare professional that describes the disability/health condition and the functional impacts of that disability/health condition. This documentation serves three purposes:

- To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
- To supplement information from the student's narrative regarding the impact of their disability.
- To inform the development of reasonable accommodation in an individualized access and accommodation plan designed to facilitate equal access to Gonzaga University's environments.

Documentation needs to include

- A diagnosis of a disability/health condition
- A description of the current functional limitations, impacts, and symptoms (especially if the symptoms are atypical) of the disability/health condition.
- Describes the diagnostic methodology used (how the diagnosis was derived).

- Note for medical providers: please be as thorough as possible in this step.
- A description of the expected progression or stability of the disability/medical condition – is the condition permanent or temporary.

Good documentation for episodic conditions

Some psychological disabilities may have episodic flare-ups. A few such examples are Depression, Generalized Anxiety Disorder, Social Phobia, Panic Disorder, and PTSD. To help Disability Access understand the impact of these types of conditions, good documentation should discuss the following:

- Symptoms experienced during an episode.
- Frequency and duration of episodes.
- Triggers and warning symptoms of onset.
- Care plan for management.

All documentation needs to be from a qualified healthcare provider and include

- Contact information
- License number
- Signature or electronic signature

Frequently Asked Questions

What if my existing documentation doesn't meet the criteria for "good" documentation?

We encourage students to submit whatever documentation they have for review by the Disability Access office. It is possible that we may be able to establish disability and the need for accommodation without "good" documentation. It is also possible that provisional accommodation can be put in place while more documentation is obtained. If additional documentation is necessary, we will let the student know what is needed. A member of the Disability Office can meet with any student to discuss questions they may have about documentation. Students should not hesitate to contact us because they feel they lack "good" documentation.

Where should I submit my documentation?

Students may upload documentation when they fill out our [Online Student Application](#) found on our website (gonzaga.edu/disabilityaccess), under the "Student Resources" link, then "Process for Securing Accommodations". Alternatively students can bring their documentation directly to Disability Access, we are located in Foley 208 (second floor, south-east corner). Students or their health care providers can email the documentation to disability@gonzaga.edu, fax it to 509-313-5523, or mail it to 502 E Boone Ave, AD 19, Spokane WA, 99258-0019.

What if I do not have any documentation for my disability and/or health condition?

We are happy to meet with any student who has this question and wants to discuss their options. However, students who do not have documentation may also go to Gonzaga Health and Counseling Services (509-313-4052) for up-to-date information on Spokane area resources.