



DONALD AND BARBARA
ZUCKER SCHOOL of MEDICINE
AT HOFSTRA/NORTHWELL

REGISTRATION PROCESS AND GENERAL GUIDELINES FOR DOCUMENTATION

Students diagnosed with physical and/or mental impairments qualify as persons with disabilities when their conditions substantially limit them in one or more major life activities, including functional limitations that impair one's ability to participate fully in the educational program at the Zucker School of Medicine. Hofstra University provides reasonable accommodations to students with disabilities with consultation from their academic programs. Reasonable accommodations are adjustments to policies, practices, or procedures that facilitate equal access and opportunity for students with disabilities to the University's programs, activities and services. In order to ensure that students' needs are directly linked to these accommodations, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) allow higher education institutions to require disability documentation to verify disability status and the need for reasonable accommodations. The Office of Student Affairs (OSA) has established the following process for registration with our office and provides these general guidelines for acquiring documentation of disabilities.

Registration Process:

1. Complete a **Self-Disclosure Form** to begin the registration process.
2. Gather and submit documentation of your disability(ies) using the general guidelines below and on the website to ensure you have all required documentation.
3. If necessary, meet with a staff member in OAS to discuss your approved accommodations and to learn your responsibilities in implementing your plan.

*Please note that a complete application and documentation must be received before a student can receive accommodations and services. **Please note that it may take 2 – 6 weeks to review documentation, for a determination to be made, and if approved for accommodations to be implemented.** OSA reserves the right to deny services or reasonable accommodations while the receipt of appropriate documentation is pending.*

Each type of disability requires specific documentation. However, all documentation must be:

1. Recent enough in order to assess the current impact on learning or a major life activity. Please see disability-specific guidelines for more information. Please note that students with certain disabilities will be required to update their documentation annually.
2. Sufficiently comprehensive to establish clear evidence of a substantial impact on one or more major life activities, including a description of the onset, frequency, treatment, and prognosis of symptoms.
3. Sufficient to establish a direct link between the underlying impairment and the requested accommodations.
4. Inclusive of any diagnostic methods used (including diagnostic criteria outlined in the DSM or ICD).
5. Issued by a medical or other qualified, licensed professional, printed on letterhead, dated, signed, and including the professional's licensing information.

Documentation also must include:

1. The student's history of receiving reasonable accommodations and academic adjustments, if such history exists. If no prior history exists, documentation must clarify why accommodations are now being requested.
2. Specific recommendations for accommodations as well as an explanation as to why each is recommended.

Disability Specific Requirements:

Learning Disorders

1. An evaluation (psychoeducation, psychosocial, or neurological) by a qualified professional.
2. A list of current treatments being utilized.

ADHD

1. An evaluation by a qualified professional including assessment data and findings from all test, behavior rating scales, self-report checklists, and any other measures obtained.
2. A list of current treatments being utilized.

Visual Impairments

1. An evaluation from a qualified vision professional, which includes current symptoms, treatments, and a prognosis of diagnosis.

Hearing Impairments

1. An evaluation from a qualified professional, which includes current symptoms, treatments, and a prognosis of diagnosis.
2. A copy of most recent audiogram or audiometric study (within 1 year if hearing loss is changing, may be less than 1 year if hearing loss is static).

Psychiatric Disorders

1. A psychiatric or psychological evaluation by a qualified professional, which includes assessment data and findings from all diagnostic tests and rating scales administered.
2. A list of treatments currently being utilized.