



Office of Diverse Abilities & Accommodations Documentation Requirements for Academic Accommodations

Requirements for acceptable documentation (must provide at least one of the following):

1. Diagnostic Narrative (letter) from your medical provider/professional must meet the following criteria:
 - Typed, on letterhead signed and dated
 - Includes diagnosis including severity and/or expected progression
 - Provide information regarding functional limitations or symptoms that should be considered in a postsecondary academic setting.
 - Current side effects caused by medications and the medications causing the side effects (if applicable)
 - Current or past accommodations (if applicable)

Note: your provider must have the appropriate credentials to diagnose and treat your specific condition or disability.
2. Diagnostic test reports
 - Typed, on letterhead signed and dated
 - List of all tests administered with all test scores and interpretations.
 - Identification of global intelligence (IQ)
 - Assessments of achievement and information processing
 - Diagnostic summary
 - Provide information regarding how specific symptoms may affect class participation by the student.
 - Current or past accommodations (if applicable)
3. IEP or 504 plan:
 - Complete IEP or 504 plan
 - Includes diagnosis
 - Current or past accommodations

You may bring in your documentation or send it to the Administration Office using one of the following ways:

- Email: mchampion@vinu.edu
- Confidential Fax: **812-481-5960**
- Mail: Vincennes University Jasper
Attn: Mary Champion
850 College Avenue
Jasper, IN 47546