



**Office of Diverse Abilities and 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 for temporary disabilities)
  - Provide information regarding functional limitations or symptoms that should be considered in a postsecondary academic setting.
  - 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

*Send all documentation to the office of **Diverse Abilities and Accommodations** using one of the following ways:*

Email: [DisabilityServices@vinu.edu](mailto:DisabilityServices@vinu.edu)

Confidential Fax: **812-888-2087**

Mail: **Office of Diverse Abilities and Accommodations 1002 N. First St, Vincennes, IN 47591**