

Documentation Guidelines

The Disability Resource Center (DRC) is dedicated to ensuring that students with disabilities have equal access to all aspects of Purdue University. In alignment with the Americans with Disabilities Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act, we use a collaborative process to assess and provide reasonable accommodations tailored to each student's individual needs.

Documentation helps the DRC understand how a student's condition impacts their functioning, how that impact creates barriers in Purdue academic or campus environments, and what accommodations may be reasonable to support equal access. All student information shared with the DRC is kept confidential.

Diagnosis Alone Is Not Enough

A diagnosis alone does not automatically establish that a student has a disability or is eligible for accommodations under the ADA or Section 504. Documentation must go beyond naming a condition and clearly describe functional impact, the frequency and severity of symptoms, and how those symptoms create barriers to academic or campus participation.

Information for Students

Students should complete the [Accommodation Request Form \(ARF\)](#) and describe their condition, barriers, and requested accommodations. You may meet with a DRC Access Consultant at any point in the process—before or after submitting documentation—but documentation may still be required before accommodations are finalized.

Information for Providers

Strong documentation focuses on the student's individual experience, not general information about a condition. Please address the following:

- **Condition:** What condition is present?
- **Functional impact:** How does it affect the student?
- **Barrier:** What academic or campus barrier exists?
- **Accommodation:** How does the accommodation address that barrier?

Qualified Providers

The person providing documentation must be a credentialed provider who is either (1) qualified to assess and diagnose the student's condition or (2) involved in the student's treatment for an existing diagnosis. Examples include psychiatrists, psychologists, therapists, counselors, social workers, physicians, optometrists, ophthalmologists, and speech-language pathologists. To avoid any conflict of interest, the DRC does not accept medical documentation written by family members, close relatives, or individuals not serving in an official medical capacity with the student.

How the DRC Makes Decisions

The DRC uses multiple sources of information, including the student's narrative, direct interactions, and third-party documentation; no single source determines eligibility. We look for a connection

between the condition, its impact, the resulting barrier, and the requested accommodation. Documentation that provides only a diagnosis, offers general statements without context, or does not link the condition to academic barriers or the requested accommodation may not be sufficient, and the DRC may request additional information. Accommodations are based on equal access, not guaranteed academic success.

Documentation Elements

Required information:

- Be typed on letterhead, dated, and signed by a qualified professional.
- Identify any disabilities or conditions.
- Describe the functional impact or symptoms of the identified condition(s) and the effect on academic and campus activities.
- Provide relevant information regarding severity or prognosis, including the frequency and duration of active symptoms (especially if cyclical).

Optional information: relevant side effects of medication and/or treatment, prior accommodations, and provider-recommended accommodations with rationale. Recommendations are considered but do not automatically bind the DRC to approve them as reasonable.

Examples of Helpful Documentation

Helpful documentation types include neuropsychological or educational evaluations, educational records, medical records, letters from a healthcare professional, and proof of accommodations on standardized exams. This is a general list; the DRC may request other types of documentation as needed to better understand the condition, confirm the disability, and illustrate the connection between the disability impact, any barriers, and the requested accommodation.

When and How to Submit Documentation

Documentation can be uploaded with the [Accommodation Request Form](#), emailed, faxed (765-496-3759), or hand-delivered to the DRC, ideally at least 2–3 weeks before accommodations are needed.

If you have questions about these guidelines or what documentation is needed, please contact the Disability Resource Center at drc@purdue.edu or 765-494-1247.

Temporary Accommodations for Injuries

Students with temporary injuries (such as a broken limb, concussion, or surgery recovery) can submit an [Accommodation Request Form](#) to receive temporary support for up to one semester during recovery.

Non-Purdue Licensure Accommodations

Licensing boards, testing agencies, and other third-party evaluators may have their own documentation requirements, which may be more extensive than DRC requirements. Please check with these organizations directly.

**Creating and/or distributing medical documentation that is knowingly counterfeit or forged is against the law under Indiana Codes 35-43-5-1 and 35-43-5-2.*