



A disability is defined as a physical, mental, cognitive, or developmental condition which impacts one or more major life activities. To receive disability related accommodations students must disclose their disability to the Disability Resource Center Office and provide proof of the disability before services can be provided. Accommodations are approved on a case-by-case individualized basis.

Documentation Requirements for Documenting Disabilities

- Clearly state the **diagnosis** of the current disability and **date of diagnosis**
- Method of diagnosis (interview, personality assessments, mental health instruments, physical exam, etc.)
- Severity and functional limitations of the disability and a description of the current impact as it relates to meeting the various demands of higher education (academically, socially, emotionally, physically, mentally, medically)
- Expected progression or stability of the disability
- Notation of any medical equipment that is required
- Notation of medications, if any, and potential impact on learning and/or side effects
- **Recommended specific accommodations from healthcare provider** (based on functional limitations) that would assist with academic achievements and/or daily functioning in the post-secondary environment
- Supporting documentation **must be printed on official letterhead of the healthcare provider**, which includes the address, telephone number, name, title, and the professional's signature/credentials, printed name, credentials, license number, and contact information.
- *DRC **DOES NOT ACCEPT** the following: photos of documentation, photos/screenshots from MYCHART accounts, healthcare visit/appointment summaries, or prescriptions for medications as proof of diagnosis.*

Submitting Disability Documentation

Submit all disability documentation directly to the Disability Resource Center at drc@upike.edu. The documentation information will remain in a confidential file with the Disability Resource Center Office. No information is released and/or discussed without the consent of the individual.

Note: Disability-related information submitted to other offices on campus (e.g. Admission, Housing, Financial Aid) may not be automatically forwarded to the Disability Resource Center. This could delay the processing of accommodations.

Disability Resource Center Staff

Misty Asbury

Director of Disability Resource Center
Office (ADM 205)

Phone: (606) 218-4484

Email: mistyasbury@upike.edu or drc@upike.edu

Chas Hill

Disability Resource Center Coordinator
Office (ADM 204)

Phone: (606) 218-5501

Email: chashill@upike.edu or drc@upike.edu