

Accommodation Documentation Guidelines

Evaluations and support documentation overview for students with disabilities seeking academic support accommodation requests.

To ensure the provision of reasonable and appropriate services for students with disabilities at DCAD, students who need accommodation are required to provide current and comprehensive documentation of their disability. There are many forms of applicable documentation that can be used to evaluate and implement learning accommodations at DCAD (see the list below). We request to receive one of the following forms of evaluation and/or documentation from a licensed doctor, psychologist, or licensed specialist that includes the diagnosis or nature of the disability, severity and longevity of the condition, a description of the functional difficulties and limitations in an educational setting, recommendations for academic accommodations, and the signature and contact information of the diagnostician.

1. Submission of an evaluation that was conducted within the last **1-3 years** that has been conducted by a licensed educational psychologist. Usually, an evaluation will consist of one or more of the following pieces of information:
 - Clinical interviews
 - TOMAL – 2 (Test of Memory and Learning)
 - TOVA (Test of Variables of Attention)
 - WAIS-IV (Wechsler Adult Intelligence Scale – 4th Edition)
 - WJ III ACH (Woodcock-Johnson III Test of Achievement)
2. Documentation from a licensed doctor within the last **1-3 years** that indicates a student has been diagnosed with a disability and is under their care. **The documentation must include the date(s) of when the diagnosis has been made and/or altered; and include a detailed treatment and/or support plan that correlates to the diagnosis. The treatment plan must outline what is required and what is recommended for the academic environment.**

Students and families may submit IEP or 504 Plan documentation as additional documentation to help inform on academic environment or support plan strategies that have been successful; but they are not sufficient on their own to meet the standards required to implement a formal learning accommodation.

Submission of accommodation requests and documentation can be sent via email to studentlife@dcad.edu or by mail to:

Delaware College of Art and Design
Attention: Student Life
600 N. Market Street
Wilmington, DE 19801