

Office of Learning Services

DOCUMENTATION GUIDELINES: PHYSICAL, DEVELOPMENTAL, MENTAL HEALTH, ETC.

Students with physical, developmental, mental health and/or other disabilities who are seeking support services from the Office of Learning Services at Millersville University are required to submit documentation to verify eligibility under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Protection under these civil rights statutes is determined on a case-by-case basis and on documentation of the disability that currently substantially limits a major life activity, including learning. The following guidelines are provided to ensure that documentation is appropriate to verify eligibility and to support requests for reasonable accommodations, academic adjustments, and/or auxiliary aids:

Students with physical disabilities (including developmental, mental health disabilities such as Tourette Syndrome, Cerebral Palsy, Bipolar, etc.) admitted to Millersville University may benefit from our services. Students are encouraged to contact the Office of Learning Services to schedule an appointment with the Director to arrange specific services. Appropriate documentation of the disability may be brought to that appointment or sent by mail. The Office of Learning Services will make every effort to provide the accommodations to assist you at MU.

Students requesting special accommodations for a physical disability must provide detailed documentation from an attending medical practitioner verifying the diagnosis, nature, effect, and limitations of the disability. Prescription pad diagnoses will be returned for a thorough report of the student diagnosis and needs.

Students requesting special accommodations for a mental health disorder must provide detailed documentation of an evaluation from a licensed psychiatrist or psychologist verifying the diagnosis in accordance with the criteria established by the DSM-IV. **The documentation must be current (within 6 months)** and must also demonstrate the individual need for ongoing eligibility for treatment and need for university accommodations. Documentation must also report how the diagnosis substantially limits the student learning, and why specific accommodations are necessary at MU. The University reserves the right to require additional documentation.

Services Available

Through consultation with the Director, students can determine how to best meet their academic requirements and achieve educational goals. Support services may include, but are not limited to the following:

- Determination of course specific accommodations
- One-on-one assistance in developing learning strategies, time management, note-taking, and study skills
- Advocacy with faculty and administration, housing, and assistance in developing self-advocacy skills
- Assistance in obtaining content-area tutors
- Assistance in obtaining textbooks through Recording for the Blind and Dyslexic, Inc.
- Assistance in obtaining note-takers

- Assistance in obtaining alternative test-taking arrangements
- Assistive technology
- Specialty workshops