

WAKE FOREST UNIVERSITY
GUIDELINES FOR DOCUMENTING A PHYSICAL OR PSYCHIATRIC DISABILITY

Students at Wake Forest University who are requesting special accommodations on the basis of a disability must submit appropriate documentation of the disability. Decisions regarding eligibility for reasonable accommodations can be reached only after appropriate documentation of the diagnosis and supporting data are on file with the University. Consequently, students requesting special accommodations should provide this documentation as soon as possible, because of the time required to respond to individual requests. Guidelines for written documentation of a student's physical, psychiatric, or psychological disability are listed below:

- Written statement from a licensed physician or licensed therapist describing the disability and the substantial limitation to one or more major life activities resulting from the disability (diagnosis, treatment plan, possible medical complications, and prognosis for improvement).
- Associated lab, X-ray, and test data, if appropriate.
- Recommendation by the physician or therapist concerning specific accommodations that may be needed for housing or classroom/academic activities. **Please note: The accommodation must address a current limitation.*
- Justification of recommended accommodations if not evident from #1 and #2.

The documentation of the disability should be forwarded to:

Director, Student Health Service
Box 7386, Wake Forest University
Winston-Salem, NC 27109

Each student's request for accommodations is considered on an individual basis. Wake Forest University reserves the right to determine what are reasonable accommodations for the documented disabilities.

Questions and requests for additional information may be directed to:

Student Health Service, 336-758-5218, shs.wfu.edu or
Learning Assistance Center & Disability Services, 336-758-5929, lac.wfu.edu

***Please Note:** Students who are requesting any type of **academic accommodations** on the basis of a documented Learning Disability or documented Attention Deficit/Hyperactivity Disorder should consult the LAC-DS website lac.wfu.edu for documentation guidelines.