

Required Documentation for Academic Accommodations

As a graduate institution, United Theological Seminary follows the Association on Higher Education And Disability (AHEAD) standards for documenting learning disabilities. As a student, you should familiarize yourself with AHEAD principles by visiting <http://ahead.org>.

To ensure that a student is eligible to receive academic accommodations appropriate documentation must:

- » indicate that the disability or attention disorder substantially limits the student's academic functioning,
- » support the student's request for receiving academic accommodations and/or auxiliary aids,
- » describe the student's current academic functioning
- » If possible, please delineate possible accommodations needed or requested

To determine eligibility and ensure appropriate academic adjustments, students are required to provide documentation from a licensed clinical professional (e.g., licensed clinical psychologist, educational psychologist, psychiatrist, or neurophysiologist). Work related assessments of disabilities by a clinical professional or rehabilitation specialist will also be accepted. The Office of the Registrar will NOT accept diagnostic documentation provided by a member of the student's family.

The documentation must include, but is not restricted to, the following:

- » A comprehensive psychoeducational report that includes a diagnosis, a summary of the assessment findings, and a description of the current substantial limitation(s) imposed by the disability or disorder.
- » If possible, please also include test scores, an aptitude/cognitive ability test (e.g., WAIS-III, WJ-III, etc.), an academic achievement test (e.g., WIAT, WJ-III), and test data that provide the student's information processing ability.
- » If applicable, please include a list of medication(s), with dosage and any adverse side effects that negatively impact academic performance.

If you are currently receiving special education services, you must include the most recent Multi-Factored Evaluation (MFE), Individualized Education Plan (IEP), and/or 504 Plan. If you have questions, please contact us at 937-529-2201 or email us at registrar@united.edu.

United Theological Seminary, Office of the Registrar
937.529.2201
Fax: 858.712.3601

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1. State the applicant's diagnosis(es) as per the Diagnostic and Statistical Manual-IV (DSM-IV-TR).

Indicate the date when evaluation was done:

Indicate the date of the last appointment:

2. Based on the diagnosis, suggest how the specific effects of the disability may be reasonably accommodated.

3. Please attach a clinical summary or a psychoeducational evaluation that supports the rendered diagnosis. These materials must include:

- » evidence of early impairment,
- » a diagnostic interview,
- » assessment tools and test data that support the ADHD diagnosis and the date when the last evaluation was conducted.

The report MUST describe the extent to which the symptoms of the rendered diagnosis would negatively impact the academic performance for which accommodations are being requested.

*For more information, please refer to www.ets.org on ADHD Documentation Criteria under Resources for Test Takers with Disabilities.

Signature of Certifying Professional

Date

PLEASE RETURN THIS FORM WITH THE SUPPORTING DOCUMENTATION TO:

United Theological Seminary
Office of the Registrar
4501 Denlinger Road
Dayton, OH 45426

Or FAX to (858).712.3601

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