



## **Guidelines for documentation of the eligibility process for Jefferson College of Health Sciences.**

Jefferson College of Health Sciences strives to create a supportive environment for students with disabilities. We are committed to serving students by providing appropriate services to assist them with their short- and long- term academic and career goals. Reasonable accommodations will be made when requested, and services are provided in compliance with Section 504 of the Rehabilitation Act of 1973 as well as the Americans with Disabilities Act of 1990 and all other state and federal laws.

### **Psychological Report:**

- The evaluation must be completed by a qualified licensed clinician and certified in the state where the evaluation of completed.
- The report must include a specific diagnosis supported by the test data, history, and clinical observation.
- The assessment should be reasonably current. As a college student you are an adult, and this test should have been completed while you have been reasonably able to process information as an adult. An evaluation over ten years old will not be accepted as current medical documentation. Documentation within 3-5 years is a general guideline.
- We recommend that the evaluation include a review of academic history, diagnostic interview, and administration of measures of Aptitude, Achievement, and Information processing.

### **Specific Learning Disorders (SLD):**

- Present psychological report if applicable.
- IEP's and 504 plans are encouraged along with a comprehensive psych-educational evaluation. A list of providers for the Roanoke area will be provided to you if needed.

### **Attention Deficit (ADD) and Attention Deficit Hyperactivity Disorders(ADHD):**

- ADD/ADHD is often diagnosed by a Primary Care Physician and with little to no documentation. We ask for a full psycho-educational testing to be completed in order to show that the ADD/ADHD diagnosis does create a disabling discrepancy with academics. A list of providers for the Roanoke area will be provided to you if needed.

### **Psychiatric Diagnoses:**

- The Verification of Psychiatric Condition form located on this sight is a three page document that needs to be filled out by and the treating physician.
- If your physician agrees that your diagnosis impacts your academic functions, the form can be mailed, emailed, or faxed to the addresses below:

### **Physical/Medical Diagnoses:**

- The Verification of Physical/Sensory Disability or Medical Condition form would need to be filled out by your treating physician.
- If your physician agrees that your diagnosis does impact your academic functions, the form can be mailed or faxed to the addresses below:

**Sarah Higginbotham, MSW**  
**Disability Services Counselor**  
**Jefferson College of Health Sciences**  
**101 Elm Avenue, SE,**  
**Roanoke, VA 24013**  
[Sehigginbotham@jchs.edu](mailto:Shigginbotham@jchs.edu)

**540-985-9711**

**Fax: (540) 985-8001 (with cover letter to the attention of Sarah Higginbotham, Disability Services Counselor)**

### **No history of prior accommodations or diagnoses:**

You are welcomed to schedule a consult appointment with the Disability Services Counselor to discuss your academic or housing needs. All consult appointments with Be handled on a situational basis. We can provide screening information and a copy of eligibility forms.

### **Confidentiality:**

All sensitive documentation submitted for consideration for Disability Services is treated as personal and confidential to fulfill federal guidelines for medical records. Please disclose release information for additional parties if needed with the Disability Coordinator.