



Indiana University of Pennsylvania

DEPARTMENT FOR DISABILITY ACCESS AND ADVISING

Department for Disability Access and Advising
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VERIFYING YOUR DISABILITY

We have established these requirements because non-standard tests and incomplete or outdated assessment reports may make it difficult for us to determine appropriate accommodations.

ATTENTION DEFICIT HYPERACTIVITY DISORDER. A physician or clinical psychologist must make the diagnosis of Attention Deficit Hyperactivity Disorder.

- ✓ If you have already been diagnosed as having Attention Deficit Disorder, please have the professional who diagnosed you send us information regarding the diagnosis, how the diagnosis was made, how it affects you academically, and what accommodations are recommended at the college setting. You may choose to use the “*Documentation of Disability Form*” (available in our office, or on our website under “Forms”) to verify ADHD.
- ✓ If you suspect that you have Attention Deficit Disorder, but have no official diagnosis, we recommend that you take all of the following tests: the Wechsler Adult Intelligence Scale, the Wechsler Memory Scale, and appropriate subtests from the Achievement Battery of the Woodcock-Johnson Psycho-Educational Test Battery (to show the effects of possible A.D.D. on your academic achievement). If these test lead to a diagnosis, please follow the instructions in the previous step.

LEARNING DISABILITIES. To verify your learning disability, please send us records of a psycho-educational evaluation completed by a qualified professional – a licensed educational or clinical psychologist, educational therapist, learning disabilities specialist, or speech and language pathologist. Your verification must fulfill the following requirements:

- ✓ Your evaluator must have used widely recognized tests, standardized for adult populations. These should assess your cognitive processing as well as your academic achievement.
- ✓ For cognitive processing, we recommend the Wechsler Adult Intelligence Scale or the Woodcock-Johnson Test of Cognitive Abilities. For academic achievement, we recommend the corresponding Wechsler Individual Achievement Test or Woodcock Johnson Test of Achievement.



- ✓ Your documentation must include specific test scores along with any write-up or narrative test report done in conjunction with your diagnostic testing.
- ✓ The assessment should have been completed no more than three years before the date of your application.
- ✓ See *“Guidelines for Psychoeducational Evaluation,”* on our website, for more details.

TRAUMATIC BRAIN INJURY. To verify disabilities related to a brain injury, documentation such as described for a learning disability is useful. And/or your physician or psychologist may complete the *“Documentation of Disability,”* form on our website,

DEAFNESS OR HARD OF HEARING. To verify the extent of your hearing loss, please have your physician or audiologist send us a copy of a recent (within the last two years) audiogram. This report should include a narrative of functional limitations and recommended accommodations.

LEGAL BLINDNESS OR VISUAL IMPAIRMENT. To verify your legal blindness or other visual impairment, please have your ophthalmologist or optometrist send us a copy of your most recent eye examination results. In general, to be eligible for services from the Disability Support Services Program, students who use corrective lenses must have a corrected vision of not less than 20/200. If you do not meet this requirement but have a visual impairment that significantly affects your academic performance, please contact our office. This report should include a narrative of functional limitations and recommended accommodations.

MOBILITY, SPEECH, CHRONIC ILLNESS, PSYCHOLOGICAL DISORDER, OR OTHER DISABILITY NOT LISTED ABOVE. Please have your physician or other appropriate professional send us a short letter of verification with information regarding the diagnosis, the instruments or procedure used to make the diagnosis, functional limitations and how it affects you academically, and accommodations recommended for the college setting. You may choose to use the *“Documentation of Disability Form”* (available in our office, or on our website under “Forms”) to verify your disability.

Note: Upon reviewing your documentation, we may ask you to have further testing done, if this testing is necessary for the planning and provision of appropriate accommodations and services.

If you have questions, please contact The Department for Disability Access and Advising (D²A²) at (724) 357-4067 (V/TD).