



**Mercer County Community College  
Center for Accessibility Resources (CAR)**

**OVERVIEW OF SERVICES AND DOCUMENTATION GUIDELINES**

**The submission of documentation in support of a disability is required when requesting academic accommodations.**

- 1. Prescription pad documentation is not an acceptable format for establishing a disability.**
- 2. Documentation from other colleges or documentation that does not adhere to MCCC's requirements will slow down the accommodations process.**

The College recognizes disability as an aspect of diversity and the Center for Accessibility Resources (CAR) works to ensure inclusive learning environments by both encouraging the college community to examine accessibility and through the delivery of effective academic accommodations to qualified individuals. The College is committed to providing continuing support to students with documented disabilities who are entitled to receive reasonable academic accommodations.

In addition to providing reasonable academic accommodations, Mercer County Community College offers an array of services that facilitate intellectual and personal development. Connections to professional tutorial support, study skills support, academic counseling, and academic advisement, as needed, are available through the Center for Accessibility Resources (CAR).

If you have or believe you have a disability and would like to request reasonable academic accommodations, we invite you to reach out to our office. Students will be asked to share documentation that establishes the presence of a disability that substantially limits a major life activity and supports the need for academic accommodations.

Documentation must be provided by an appropriate, licensed evaluator or specialist qualified to conduct evaluations in the specific field of disability and must include:

- The credentials of the evaluator or specialist (specialty and license number)
- A clear diagnostic statement identifying the disability
- The diagnostic criteria or assessments administered that resulted in this diagnosis
- For a psychiatric or behavioral diagnosis, the DSM V classification code is required
- A clear statement describing the impact of the disability on the student within the educational setting
- The documentation must be typed on professional letterhead, signed and dated
- Prescription pad documentation is not an acceptable format for establishing a disability

## Overview of Services and Documentation Guidelines – Continued

***Please keep a copy of any documentation you provide us. We are not able to return documents.***

***Documents must be sent as attachments, such as PDF files, Word documents or JPEGs. Please do not attach files using your GOOGLE DOCS drive.***

Examples of appropriate documentation and specialists are provided below. ***This list is not exhaustive, and any questions or concerns should be addressed to the Center for Accessibility Resources (CAR).***

Learning Disabilities	Educational and/or psychological evaluations performed by a licensed psychologist, school psychologist, neuropsychologist or learning disabilities specialist are appropriate for validating learning disabilities. The reports must identify the battery of tests administered and provide scores. <b><u>Students who may have had an IEP in high school are invited to submit their most recent psychological and education evaluations for review.</u></b>
ADD / ADHD	Evaluations performed by a licensed psychologist, psychiatrist, neuropsychologist, LCSW or psychiatric nurse practitioner are appropriate for validating ADD/ADHD. Evaluations must be typed on professional letterhead, signed, dated, and include a DSM V code, a diagnostic statement, and the impact of the diagnosis in the educational setting.
Visual Impairments	Verification of disability by formal signed letter from a physician whose specialty is eyes, a DVR counselor or Commission for the Blind and Visually Impaired case manager is appropriate for validating visual impairments.

Hearing Impairments	Verification of disability by formal signed letter from an audiologist, DVR counselor or school for the deaf representative is appropriate for validating hearing impairments.
Chronic Medical Conditions	Verification of chronic medical conditions by formal signed letter from treating specialist indicating the condition and its impact on a major life activity and academic ability.
Psychiatric Disabilities	Evaluations performed by a licensed psychologist, psychiatrist, neuropsychologist, LCSW or psychiatric nurse practitioner are appropriate for validating psychiatric conditions. Evaluations must be typed on professional letterhead, signed, dated, and include DSM V codes, a diagnostic statement and describe the impact of the diagnosis in the educational setting.

Please contact us with any questions.

Center for Accessibility Resources (CAR)

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