



## Supporting Documentation FAQ's

*If you require accommodations to access our programming, Widener University requests documentation to support the request for modifications. Commonly asked questions and answers are detailed below:*

### **Who can provide supporting documentation?**

Documentation must be provided by either the practitioner treating the condition, or the most recent practitioner who diagnosed the student. This person should be someone with expertise in that area of practice. (For instance, an optometrist cannot write for the needs someone has due to an anxiety diagnosis.) Additionally the person providing documentation should not be an immediate family member of the student.

### **Is there a form for the doctor to fill out?**

No. We ask practitioners to supply students with a letter providing the details of the student's diagnosis. Typically, this comes on letterhead from the practice involved.

*Please note: Notes on prescription scripts are not generally sufficient documentation.*

### **What details should the letter contain?**

*At minimum, the letter should include the following items:*

- A current DSM V or ICD-10 diagnosis
- A full description of the symptoms experienced (including severity and frequency)
  - Including how symptoms elevate to the level of being disabling
- A connection to how those symptoms impact the experience at Widener University
- Any recommendations the practitioner has for suitable accommodations

Please remember, depending on the diagnosis, we may ask for additional documentation to obtain a full picture of the limitations involved.

### **What does “elevate to the level of being disabling” mean?**

Having a diagnosis does not necessarily mean a person is disabled by those symptoms. Documentation must show how symptoms impact major life activities. Major life activities include activities such as sleeping, eating, writing, focus...etc.

### **How can documentation be delivered?**

Many students simply scan and email documentation to [Disabilities@Widener.edu](mailto:Disabilities@Widener.edu).

Documentation can also be faxed to 610-499-1192 or mailed to our office at the below address:

Attn: Disabilities Services  
Widener University  
One University Place  
Chester, PA 19012-5792