



REGISTRATION PROCESS AND GENERAL GUIDELINES FOR DOCUMENTATION

Students diagnosed with physical and/or mental impairments qualify as persons with disabilities when their conditions substantially limit them in one or more major life activities. Hofstra University provides reasonable accommodations to students with disabilities with consultation from their academic programs. Reasonable accommodations are adjustments to policies, practices, or procedures that facilitate equal access and opportunity for students with disabilities to the University's programs, activities and services. In order to ensure that students' needs are directly linked to these accommodations, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) allow higher education institutions to require disability documentation to verify disability status and the need for reasonable accommodations. Services for Students with Disabilities (SSD) has established the following process for registration with our office and provides these general guidelines for acquiring documentation of disabilities.

Registration Process:

1. Complete a "Self-Disclosure" form to begin the registration process.
2. Gather and submit documentation of your disability(ies) using the general guidelines below and the disability-specific guidelines, available from SSD. If you are requesting accommodations, complete the Undergraduate Application for Accommodations and Services.
3. Meet with a staff member in SSD to discuss your approved accommodations and to learn your responsibilities in implementing your plan.
4. Continue to visit SSD to find about programs and supports that will help you succeed during your time at Hofstra.

Please note that a complete application and documentation must be received before a student can receive accommodations and services. SSD reserves the right to deny services or reasonable accommodations while the receipt of appropriate documentation is pending.

Each type of disability requires specific documentation. However, all documentation must be:

1. Recent enough in order to assess the current impact on learning or a major life activity. Please see disability-specific guidelines for more information. Please note that students with certain disabilities will be required to update their documentation annually.
2. Sufficiently comprehensive to establish clear evidence of a substantial impact on one or more major life activities.
3. Sufficient to establish a direct link between the underlying impairment and the requested accommodations.
4. Issued by a medical or other qualified, licensed professional, printed on letterhead, dated, signed, and including the professional's licensing information.

Documentation also must include:

1. The student's history of receiving reasonable accommodations and academic adjustments, if such history exists.
2. Specific recommendations for accommodations as well as an explanation as to why each is recommended.