



## Department of Accessibility Services

### Documentation Guidelines for Blind/Low Vision

Students requesting services from the Department of Accessibility Services at Babson College are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. The following guidelines are provided in the interest of assuring that documentation is complete and accurate. The Department of Accessibility Services reserves the right to determine eligibility and appropriate services based on the quality, recency, and completeness of the documentation submitted. All documentation is confidential and will remain in the Department of Accessibility Services.

The following guidelines are provided to assist the Department of Accessibility Services in collaborating with each student to determine appropriate accommodations and services. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations and services. Recommended documentation includes:

1. An evaluation must be performed by a professional who is qualified to render a diagnosis of blind or low vision, and who is a practitioner trained in the assessment of such a diagnosis, such as an ophthalmologist or optometrist. The diagnostician must be an impartial individual with no relationship to the family. Furthermore, the diagnostician's name, title, and professional credentials and affiliation must be provided.
2. A clear statement of vision related disability with supporting numerical description that reflects the current impact the blindness or vision loss has on the student's functioning. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's request for accommodations.
3. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results including standardized scores.
4. Present symptoms which meet the criteria for diagnosis.
5. Medical information relating to the student's needs and the status of the individual's vision (static or changing) and its impact on the demands of the academic program.
6. Narrative or descriptive text providing both quantitative and qualitative information about the student's abilities which might be helpful in understanding the student's profile, including the use of corrective lenses and ongoing visual therapy, if appropriate.

7. A statement of the functional impact or limitations of the disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.

A further assessment by an appropriate professional may be required if co-existing Blind/Low Vision and other disabling conditions are indicated. If a diagnosis is provided by an unlicensed individual, documentation from a licensed professional may be required. The student and the Department of Accessibility Services will collaborate regarding accommodations.