

Documentation Guidelines for Traumatic Brain Injury

A student requesting accommodations on the basis of a traumatic brain injury must provide current documentation from a licensed professional who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the individual being evaluated. This is usually completed by a neurologist or psychologist. The documentation must be signed and dated on official letterhead and include:

- A clear diagnostic statement that describes the procedures or tests used to diagnose the condition.
- A statement reflecting current impact of the head injury on the student's functioning.
- A summary of cognitive and achievement tests used and the evaluation results including standardized scores for percentiles used to make the diagnosis.
- A summary of present residual symptoms that meet the criteria for diagnosis.
- Medical information relating to the student's needs and the impact of any medication on the student's ability to meet the demands of the College environment.
- A statement of the functional impact or limitations of the disability on learning or other major life activities and the degree to which the disability impacts the individual in the learning context for which accommodations are being requested.