General Guidelines for Students with Disabilities

In order to fully evaluate requests for accommodations and/or the use of auxiliary aids, and to determine eligibility for services, the Hill College Counseling Center needs documentation of your disability. The documentation you provide should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested, and include a description of any and all functional limitations. Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional’s signature. Documentation must be within the last five years. Notes on prescription pads will not be accepted.

The general guidelines listed below are developed to assist you in working with your treating or diagnosing professional(s) in preparing the information needed to evaluate your request(s). If, after reading these guidelines and reviewing the disability specific information provided below, you have any questions, please call the Director of Counseling, Salley Schmid at (254) 659-7651 in Hillsboro, (817) 760-5654 in Cleburne, or via email at sschmid@hillcollege.edu.

Documentation should include the following information:

1. Current functional impact of the condition(s). The current relevant functional impact on physical (mobility, dexterity, etc.), and cognitive (attention, distractibility, communication, etc.) ability should be described as a clinical narrative and/or assessment. **Examples of this type of documentation are:** a Psychological Evaluation, a letter from a licensed professional, and/or an Admissions, Review and Dismissal (ARD) with accompanying diagnostic paperwork (Comprehensive Individual Assessment (CIA) or Full Individual Evaluation (FIE), for example). Prescription pad notes are not acceptable.

2. Recommended accommodations and/or auxiliary aids currently prescribed or in use. **Examples of this type of documentation are:** a Psychological Evaluation, a letter from a licensed professional, and/or an Admissions, Review and Dismissal (ARD) with accompanying diagnostic paperwork (Comprehensive Individual Assessment (CIA) or Full Individual Evaluation (FIE).

3. A diagnostic statement identifying the disability. **Examples of this type of documentation are:** a Psychological Evaluation, and/or a letter from a licensed professional.

The Director of Counseling must have your documentation by the second Friday following regular registration in long semesters and the first Friday following registration for summer classes in order to be evaluated for accommodations for that semester.

Accommodations must be renewed each semester. Mini-mester accommodations are included in the long semester accommodation request for the preceding semester. However, new letters for instructors must be picked up during the first week of classes for mini-mesters.