Documentation Timelines

Students with disabilities who are seeking accommodations from Caldwell University must submit documentation to the Office of Accessibility Services (OAS) to verify eligibility. This documentation must be current and must be conducted by a qualified expert/professional. Please contact the Office of Accessibility Services (OAS) with any questions.

Documentation should include:

- Statement of specific diagnosis
- Explanation of the substantial impact of the disability or multiple disabilities on academic performance.
- Specific recommendations for accommodations and/or academic adjustments to ensure equal access to college programs and services. Note: Final determination of accommodations is based on what is appropriate and reasonable and is at the discretion of the OAS at Caldwell University.

Please refer to Caldwell University Office of Accessibility forms for each area of disability. General acceptable timelines for documentation are as follows:

For a physical or sensory disability

- Physician’s diagnosis and current report.

For a learning disability (within 5 years)

- Comprehensive psychoeducational evaluation by a licensed psychologist or certified learning disabilities specialist (Note: An IEP alone is not sufficient).

For a psychological disability (within 1 year)

- Diagnosis and report from a licensed psychiatrist, or psychologist including current medications and history of harm to self or others, if applicable.

For ADD/ADHD (within 3 years)

- Specific diagnosis from a physician based on DSM-IV diagnostic criteria.

For Multiple Disabilities

- Please include all of the above and explanation of the impact of each condition and specific service recommendations for accommodations.

All requests for accommodations and academic adjustments must be supported by data and included in the documentation. OAS reserves the right to request additional updated information. For further information, contact Barbara Moran, Coordinator, Office of Accessibility Services. bmoran@caldwell.edu.