

Spartanburg Community College

Disability Services Documentation Guidelines

Spartanburg Community College provides reasonable accommodations to qualified individuals who have, have a history of, or are regarded as having a disability. Student Disability Services gathers information about student disabilities from three sources: student self-reporting on the intake questionnaire; observation and interaction with the student during the intake interview; and through the review of supporting documentation. While not appropriate to every student's accommodation plan, providing supporting documentation greatly assists Student Disability Services in the selection of appropriate accommodations, and it is essential in cases of "hidden" disabilities.

Who needs to provide supporting documentation? Spartanburg Community College follows a common sense approach when granting accommodations. Generally, any individual who is requesting an accommodation should provide documentation unless the need for the accommodation is apparent without documentation. For example, a student in a wheelchair does not need to provide supporting documentation to request an accessible classroom. However, a student with a learning disability generally would have to provide acceptable documentation to support an accommodation request.

Who can supply supporting documentation? Spartanburg Community College does not limit the range of providers who can supply supporting documentation. However, your provider should have appropriate credentials. Physicians, psychiatrists, psychologists, and individuals holding master's degrees in education (with appropriate specialization) or developmental psychology may all be appropriate sources of documentation as long as they are able to offer an informed opinion about your disability. Copies of the documentation on file in your high school will often provide the information that we need.

What should the documentation include? The name and qualification of the provider should be clearly indicated on the documentation. **Great detail about your disability is not required – it is sufficient to know the nature of your disability, the manner in which your disability interferes with campus activities, and the accommodations that your provider suggests for you.** A new evaluation is generally not required.

How should I provide the documentation? Documentation can be faxed to Student Disability Services at (864) 592-4935, emailed to disabilityservices@sccsc.edu, or mailed to Spartanburg Community College, Student Disability Services, P.O. Box 4386, Spartanburg, SC 29305. Please use official stationary from the provider's office. Generally, but not always, a note on a prescription pad will not offer sufficient detail to meet our needs. Student Disability Services may not accept documentation if its provenance is unclear.

Problems? Communicate with the Student Disabilities Services staff about any concerns that you may have. They will examine each request on a case by case basis. You may appeal to the Dean of Arts and Sciences if you are not satisfied with the services that you have received.