
ID Code: ACADAF.914.01	Department: Academic Affairs	Division: President's Office	Effective Date: 03/06/2026
Revision Date: 03/09/2026	Revision By: Misty Jacobs	Approved Date: 03/09/2026	Approved By: Carey Adams

Accessibility Services Documentation Policy

In reviewing requests for accommodation, Hanover College uses as its guideline the criteria for quality documentation outlined by the Association on Higher Education and Disability (AHEAD). A full draft of the AHEAD standards for quality documentation is included at the end of this policy. In brief, quality documentation should include the following components:

1. The credentials of the evaluator(s)... which should demonstrate that the provider is appropriately licensed or credentialed, has relevant experience, and has no personal relationship with the person being evaluated.
2. A clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition.
3. A description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Diagnostic methods should be congruent with the particular disability and current professional practices in the field.
4. A description of the individual's current functional limitations
5. A description of the expected progression or stability of the disability
6. A description of current and past accommodations, services and/or medications
7. Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, housing necessities, and/or collateral support services.
8. A diagnosis date occurring within the last three years for any chronic illness or physical mobility worsening or newly diagnosed. Academic accommodations are renewed each semester while housing accommodations will be updated yearly.

Generally speaking, documentation of a medical or psychological disability should be less than three years old. While some disabilities are fixed and permanent, others change over time with a student's physical or psychological circumstances. When reviewing a request for accommodation, the Accessibility Services Coordinator (*and Associate Director of Student Life) will look for quality documentation that is both recent and thorough enough to provide an understanding of the student's current diagnosis and its impact, a description of how the evaluator arrived at the diagnosis, and a discussion of the student's current limitations and how their accommodations will benefit their diagnosis(es). Under certain circumstances, the College may ask for more information or more recent testing in order to make an informed decision.

*All housing accommodation requests are reviewed by the Housing Accommodations Committee to determine appropriateness and consistency with the students' needs.

Temporary Academic Accommodations

If you have a temporary medical condition that affects your access on campus, HC staff can assist with problem solving situations and make recommendations. In most cases, temporary accommodations last no longer than one academic semester and are considered on a need-based criteria.

*Revised 2/2026