
Documentation Guidelines**Autism Spectrum Disorder**

The documentation must describe a disabling condition, which is defined by the presence of substantial limitations in one or more major life activities. Merely submitting evidence of a diagnosis is not sufficient to warrant academic accommodations. Similarly, nonspecific diagnoses, such as “adjustment problems,” “emotional difficulties,” “poor communication,” and/or “test difficulty/anxiety,” in and of themselves do not constitute a disability. Documentation that meets the guidelines below is intended to assist Counseling and Student Disability Services (CSDS) staff to determining a student’s eligibility for services and appropriate accommodations.

All documentation must be submitted on the official letterhead of the professional describing the disability. The diagnostic report should be dated and signed and include the name, title, and professional credentials of the evaluator, including information about license/certification. The CSDS department will make the determination regarding whether accommodations are reasonable in the College environment.

At a *minimum*, the documentation must include the following elements:

Diagnosis:

- a) clear and specific statement that the student is diagnosed with an ASD as per the DSMV (including diagnostic codes).
 - b) Description of symptoms related to the diagnosis which indicate the nature, frequency and severity of the symptoms that the student experiences.
 - c) Date of original diagnosis, if known, and last contact with the student.
 - d) Onset, history, and prognosis of diagnosis and symptoms.
 - e) Date of last contact: The assessment must be current. Accommodations are based on an assessment of the current nature and impact of your disability. Evaluations must have been completed within the last three (3) years prior to accommodation requests. In addition, depending on the nature of the disability, evaluations may need to be updated on a semester/module or annual basis.
- Functional limitations:
 - a) Major life activities that are functionally limited by the individual’s symptoms.
 - b) Behavioral manifestations of the diagnosis that functionally limits the individual in the academic setting. Information to consider includes the severity pervasiveness, and frequency of symptoms.

STATEMENT OF EQUAL OPPORTUNITY

No person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College. Individuals with disabilities requiring assistance or access to receive these services should contact Student Disability Services at (956) 872-2173. Updated 6/2020.

- c) Any special considerations that should be made (i.e. side effects of medication, etc.)
- Accommodations:
 - a) A description of accommodations and services used in the past and recommended accommodations for the future should be provided. It is important to note that Counseling and Student Disability Services (CSDS) makes the determination regarding what accommodations are appropriate in the College environment.

Each request will be evaluated on a case by case basis. All documentation submitted to CSDS is considered confidential.

Please complete an application and upload documentation in the CSDS Student Portal (<https://stc.medicatconnect.com/>).

This document will be made available in alternative formats upon request. Please contact the CSDS at 956-872-2173 for assistance.

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