

Villa Maria College

Guidelines for Documenting a Disability

Accommodations cannot be provided until proper documentation is received. Submit documentation to the Director of Health and Disability Services. If you have any questions, please call (716) 961-2852. Documentation can be mailed to:

Dr. Agnieszka D. Zak-Moskal
Director of Student Success
Villa Maria College
240 Pine Ridge Road
Buffalo, NY 14225

Cost: The evaluation or assessment to determine eligibility for disability services is the responsibility of the student. Villa Maria College does not provide assessment or evaluation services. The Director of Health and Disability Services can provide you with a list of local professionals who provide evaluation services, many of whom accept most major insurances.

Confidentiality: All records and documentation submitted to the Director of Health and Disability Services are not shared with other college faculty and staff except on a need-to-know basis without the written consent of the student.

Documentation Criteria:

- Must document the presence of a disability that impairs the student's ability to perform a major life activity necessary for the academic program.
- Must include a diagnosis, test scores and a description of the test procedures used.
- Must include the credentials of the evaluator indicating that the person is appropriately certified to diagnosis the disability
- Must include recommendations for accommodations that may be appropriate to permit the student to have access to the college's programs and services.

Note: The Individualized Educational Plan (IEP) and 504 Plan developed for use in elementary and high school **DO NOT** apply in college. The Student Exit Summary (SES), high school transition plan and assessment provided by a licensed psychologist may be acceptable. Students should discuss the documentation that is needed with the Coordinator for Students with Disabilities as soon as possible so that proper documentation can be provided prior to the beginning of classes. If your documentation is not sufficient, you will be required to provide more current testing results before services may be provided.