



CHICAGO STATE UNIVERSITY

Abilities Office of Student Services

Documentation Guidelines for Neurological Events and Brain Injuries

The following guidelines describe the necessary components of acceptable documentation for students requesting accommodations on the basis of academic impairment as a result of a brain injury or other neurological event (i.e., CVA or TIA). Typically, neuro-physiologists, neurologists, neuro-psychologists and physiatrists are the only professionals qualified to perform these assessments.

Documentation must include all of the following elements:

- 1. Identification of the disabling condition(s).** Including relevant ICD-9, ICD-10, CPT or DSM codes. A thorough neuropsychological evaluation which includes an assessment of: attention, visual perception/visual reasoning, language, academic skills, memory/learning, executive functioning, sensory, motor, and emotional status.
- 2. A qualified professional must conduct the evaluation. The professional documenting the disability must clearly:**
 - be identified by name, title, and professional credentials
 - provide information about their license, certification and specializations, including license number or identifier and state of practice
- 3. Documentation should be current and dated within the last 3 years.** Updates should be provided when relevant changes in function, behavior or medication occur. Recent documentation is required because the provision of all reasonable accommodations and services is based upon assessment of the current impact of the student's disabilities/impairments on their ability to participate in the academic pursuits at Chicago State University
- 4. Documentation must include an evaluation of the student's current functional limitations and manifestations of the conditions relevant to academic pursuits at Chicago State University.** Include history of presenting symptoms, severity, information on prognosis or variability and information regarding triggers, exacerbations and relapses. Include recommendations for academic accommodations, including a rationale.

Division of Student Affairs

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Accepted forms of documentation:

- The Abilities Office Verification of Disabilities form (VOD)
- A clear statement on letterhead including the above stated guidelines
- Neuropsychological, psychoeducational and/or standardized test results

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