



## VISUAL IMPAIRMENT DISABILITY DOCUMENTATION GUIDELINES

Students seeking academic and/or non-academic accommodations at Wingate University must self-declare a disability and provide supporting documentation as a first step in requesting reasonable accommodations. The documentation will be reviewed by the staff of Disability Support Services to establish eligibility for services. All documentation will be kept confidentially and in a secured location. In order to receive accommodations, the documentation must demonstrate that you have an impairment or condition that substantially limits functioning in one or more major life activities.

Accommodations and services are based upon assessment of the current impact on academic performance or access to the University's programs, facilities and services. IEPs, 504 plans and summary letters if provided as the only documentation are usually insufficient. Applicants are encouraged to provide comprehensive documentation to facilitate the process of determining eligibility for services in a timely manner.

Wingate University Office of Disability Support Services will make the final determination of whether appropriate and reasonable accommodations are warranted and can be provided for the student. **Students with disabilities are expected to satisfy the academic standards required by the college.**

### REQUIRED DOCUMENTATION

1. Documentation must be provided by an ophthalmologist, optometrist, or other licensed eye care professional. All documentation must be submitted on the official letterhead of the professional describing the disability. The report should be dated, signed and include the name, title, and professional credentials of the evaluator.
2. Documentation should include a diagnosis and specify best corrected visual acuity and degrees of visual field in each eye. Include the date of diagnosis, date of last visit, and severity of the condition, as well as treatment history and treatment plan.
3. Describe the impact the impairment has on the individual's visual ability and the functional limitations it may impose. The impact should be discussed with particular detail regarding academic requirements. **Documentation consisting only of a diagnosis, chart notes, and/or prescription pad notations is insufficient. Do not submit handwritten documentation.**
4. If specific recommendations of accommodations are made, the rationale must relate the accommodation to the functional limitations imposed by the disability.

**Please send documentation and/or direct questions to:**

Disability Support Services Office  
Wingate University  
PO BOX 159  
Wingate, NC 28174  
Phone: 704-233-8271  
Fax: 704-233-8268  
access@wingate.edu