

Student Disability Services (SDS) Documentation Guidelines



Marshall B.
KETCHUM UNIVERSITY
Enrollment & Student Services

SDS requires students to provide the following documentation by a license professional before we may offer accommodations:

- Diagnosis of a disability
- Definition of the functional limitations the student may experience in an academic and/or clinical environment
- Recommendation(s) for reasonable accommodations

Such documentation assists SDS in providing the most appropriate and reasonable accommodations and support.

Documentation that does not meet the guidelines listed in this document may be considered sufficient for the student to receive limited accommodations if the documentation is submitted with evidence of an uninterrupted period of accommodations from other academic institutions.

Documentation should be current*:

- Within the last 5 years for Learning Disabilities
- Within the last 6 months for Mental/Behavioral Health Disabilities
- Within the last 3 years for other disabilities

**Does not apply to physical or sensory disabilities of a permanent or unchanging nature.*

Documents should be submitted to Student Disability Services (SDS) by email (StudentAffairs@ketchum.edu), fax (714.992.7878), or mail (Marshall B. Ketchum University, ATTN: SDS, 2575 Yorba Linda Blvd., Fullerton, CA 92831-1699).

The documentation provided by the student is considered confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

Note: Board and licensing agencies may require more extensive documentation than the level required by MBKU SDS for accommodations. It is important to check with each testing agency for specific documentation requirements to allow time to obtain additional assessment(s) or documentation if needed.

LEARNING DISABILITIES

Documentation for learning disabilities should include a psycho-educational, neuropsychological, or psychological evaluation by a qualified professional. Current documentation is preferred since it puts SDS in a better position to determine reasonable accommodations and support. Diagnostic reports should include the following at a minimum:

- A clear explanation of the diagnosis and/or functional impact, which may include previously utilized accommodations or interventions (and their effectiveness)
- Standardized test scores using adult norms with interpretations
- Recommendations and rationale for reasonable academic and/or clinical accommodations

Recommended tests may include:

- Learning Disabilities: tests of aptitude (Wechsler Adult Intelligence Scale, WJIV Tests of Cognitive Abilities) and tests of achievement (WJ IV Tests of Achievement, WIAT-4, WRMT-III)

A licensed professional can provide a full evaluation and report, including assessment and intervention details or, alternatively, complete MBKU's [Disability Verification Form](#).

PSYCHOLOGICAL (MENTAL/BEHAVIORAL HEALTH) CONDITIONS

Students must provide recent documentation prepared by a licensed mental health professional who is qualified to both diagnose and treat the condition(s). Documentation should detail the current diagnosis of a disability or condition and the functional limitation(s) that such a condition(s) could have on the student's academic and/or clinical performance.

Specifically, the documentation should cover, at a minimum:

- Current diagnosis that meets ICD-10 or DSM-5 or DSM-5-TR criteria or otherwise demonstrates functional impact
- Clear evidence and documentation indicating relevant symptoms across multiple settings, which may impact academic, social, emotional, or vocational functioning

A licensed mental health care professional can provide a full evaluation and report, including assessments and treatment details or, alternatively, complete MBKU's [Disability Verification Form](#).

ATTENTION DEFICIT HYPERACTIVITY DISORDER (ADHD)

Students must provide recent documentation prepared by a licensed mental health professional who is qualified to both diagnose and treat the condition(s). Documentation should contain the following information:

- Current diagnosis that meets ICD-10 or DSM-5 or DSM-5-TR criteria
- Clear evidence indicating relevant symptoms across multiple settings, which may include impact on academic, social, or vocational functioning
- Assessment for ADHD may include T.O.V.A. 9 or Conners CPT 3

CHRONIC HEALTH CONDITIONS & SENSORY IMPAIRMENTS (VISUAL/HEARING/MOBILITY IMPAIRMENTS)

Students with medical or physical conditions must provide documentation of the condition and the resulting functional limitations. Such documentation must be current and prepared by a qualified health care professional and include the following information:

- Documentation of current diagnosis, including indication of functional impact
- Clear evidence of relevant symptoms and how they may impact academic, social, or vocational functioning
- History, severity, and approximate duration of disorder
- Additional recommendations that may assist SDS in determining appropriate accommodations

A licensed health care professional can provide a full evaluation and report, including assessments and treatment details or, alternatively, complete MBKU's [Disability Verification Form](#).

REGARDING EMOTIONAL SUPPORT ANIMALS (ESAs) FOR MBKU HOUSING ONLY

Please note that SDS does not accept letters from companies or individuals who claim to offer verification or certification of an emotional support animal (ESA) in exchange for a fee. There are no federal or state recognized "certifications" or certificates of ESAs; these are all unofficial and have no standing regarding the legitimacy of an ESA.

To warrant approval of a request for an ESA, a requestor should be prepared to submit appropriate medical documentation describing the functional limitations caused by the disability and the way the support animal ameliorates these limitations. Verification and recommendation of an ESA must come from a mental health provider with which the requestor has, or has recently had, an ongoing therapeutic relationship.

Please reach out to SDS before paying any fees related to the provision of ESA verification paperwork, as legitimate providers should not be asking for a separate fee for this service. If you have had to change providers upon moving to the area, a recent former therapist that meets the criteria is sufficient. If there are any questions, please contact us at studentaffairs@ketchum.edu.

CONTACT INFORMATION

MBKU Student Disability Services Coordinator

Carmen Barnhardt, OD, MS Ed | *Vice President for Enrollment and Student Services*
studentaffairs@ketchum.edu | cbarnhardt@ketchum.edu | 714.449.7423

MBKU Student Disability Services Assistant Coordinator

Melissa Brown, MA | *Registrar*
studentaffairs@ketchum.edu | mbrown@ketchum.edu | 714.449.7462

MBKU Americans with Disabilities Act (ADA)/504 Coordinator

Wende Holtzen, MS, SPHR, SHRM-SCP | *Vice President for Human Resources*
humanresources@ketchum.edu | wholtzen@ketchum.edu | 714.449.7459