Requirements for Documentation of Disability

Ridgewater College requires all students requesting accommodation(s) for a disability to submit documentation specific to that disability. Please follow the general guidelines listed below, noting documentation requirements for each disability.

General Guidelines for all Documentation

All documentation should:

- Be current (within the last 3 to 5 years)
- Be from an evaluator who is licensed or properly credentialed for the specific disability
- Be typed and on professional letterhead
- Be signed, with the name of evaluator and professional qualifications typed
- Include current information using adult level evaluations/testing, along with interpretation of test
- Include the rationale for recommended accommodations in connection with functional limitations
- Clearly describe expected progression and/or stability of the disability
- Clearly describe current medications and their impact on daily functioning
- If applicable, describe current and past accommodations and services

An Individualized Educations Plain (IEP) or 504 Plan is not sufficient documentation at the post-secondary level. However, the information provided in either may be helpful in determining appropriate accommodations for the current setting, and identifying what may have been useful in previous academic settings.

Documentation may be submitted to Disability Services in any of the following ways:

Mail

Willmar Campus: Hutchinson Campus

Attn: Jay Morrison
Attn: Terry Grinde
2101 15th Ave. NW
2 Century Ave. SE
Willmar, MN 56201
Hutchinson, MN 55350
Phone: 320-222-8040
Phone: 320-234-8650
Fax: 320-222-5216
Fax: 320-234-8506

Scanned and submitted via email: jay.morrison@ridgewater.edu or terry.grinde@ridgewater.edu

Disability Services will contact you within 72 hours via mail acknowledging receipt of documentation. You may then schedule a meeting regarding your accommodations.