University of Texas at Arlington  
Office for Students with Disabilities  

Physical/Mobility and/or Systemic Documentation Guidelines

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Office for Students with Disabilities (OSD) requires documentation of your disability. The documentation you provide should include an evaluation by an appropriately licensed professional who has direct experience in working with an adult population (when applicable). The documentation must make evident the current impact of the disability as it relates to the accommodation(s) requested and include a description of any and all functional limitations.

Any physical disability or systemic illness is considered to be in the medical domain and requires expertise of a physician, including but not limited to, a neurologist, physiatrist or other medical specialist with experience and expertise in the area for which accommodations are being requested. Those accommodations prescribed by the OSD are provided so that students have equal access to activities and programs at UT Arlington. Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional's signature and license number. The evaluator must be impartial and not related to the person being evaluated.

The general guidelines listed below are developed to assist you in working with your treating/diagnosing professional(s) to prepare the information needed to evaluate your request(s). If after reading these guidelines and reviewing disability specific information provided below, you have any questions, feel free to call OSD at 817-272-3364.

Documentation

Documentation validates the functional limitations, which allows consideration for accommodation requests. The currency of documentation is dependent upon the nature of physical/mobility or systemic disorder. Thus, if the condition that leads to the physical/mobility disability is progressive, OSD may ask for updated documentation. However, each request will be evaluated on a case by case basis. Also, the evaluator may simply complete the Physical Disability Documentation Form which is located on the OSD Web site and attach any other supporting information (e.g. functional capacity exams, etc.). Otherwise, documentation should include but is not limited to:

- A clear statement of a physical/mobility/systemic disability with supporting data.
- A summary of present symptoms which meet the criteria for diagnosis of a physical disability.
- Medical information relating to the student’s needs and the status of the student’s physical impairment (static or changing) and its impact on the demands of the academic program and functional limitations.

Revised 9/15
• Narrative or descriptive text providing both quantitative and qualitative information about the student’s abilities which might be helpful in understanding the student’s profile, including the use of any auxiliary aids and/or ongoing therapy (if appropriate).

• Suggestions of reasonable accommodation(s) which might be appropriate at the post secondary level are encouraged. These recommendations should be supported by the diagnosis.

**General Guidelines for all Disabilities**

It is important to recognize that accommodation needs can change over time and are not always identified during the initial diagnostic process. A prior history of accommodation, without demonstration of current need, does not in and of itself warrant the provision of a like accommodation. OSD will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

All documentation submitted to OSD is considered to be confidential under FERPA guidelines.

Documentation should be sent to the following address:
Office for Students with Disabilities
601 South Nedderman Dr.
102 University Hall, Box 19510
Arlington, Texas 76019
817-272-3364 (voice)
1-800-RELAY TX (735-2989)
817-272-1447 (fax)
[osd@uta.edu](mailto:osd@uta.edu)