



## DRC ADMINISTRATIVE POLICY

# DRC 3: Disability Services Eligibility and Documentation Policy

## POLICY STATEMENT

This policy describes the processes and requirements for documenting eligibility for Accommodations due to a disability. For information on how to request approved Accommodations for a specific course, see DRC 4: Policy on Requesting Approved Accommodations

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## DEFINITIONS

See DRC 1: Disability Resource Center Definitions for all relevant definitions as they apply to DRC policies.

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## PROCEDURES

A student registering for approval of Accommodations for a disability is required to provide Documentation of the disability to the Disability Resource Center (DRC). Documentation is required for the following three purposes:

1. To establish that the student is an Individual with a Disability and thus a member of the protected class;
2. To establish the need for Accommodations on a case-by-case basis due to consideration of functional limitations, the nature of the individual class, and in order to have Equal Access;
3. To be prescriptive in assigning reasonable Accommodations through an Interactive Process.

Documentation from external sources may include, but is not limited to, educational or medical records, reports, and assessments created by health care providers, school psychologists, teachers, or other qualified employees of an educational institution. External Documentation will vary in its relevance and value based on the original context, credentials of the evaluator, level of detail provided, and the comprehensiveness of the narrative.

### I. Documentation Requirements

A diagnosis related to a disability must be made by a professional with the appropriate credentials for diagnosing/identifying the specific disability. Documentation must include:

- A specific diagnostic statement on letterhead identifying the disability and date of the current diagnostic evaluation;
- A description of the diagnostic criteria and/or diagnostic test(s) used;
- As appropriate and available, information about how each condition or disability affects the student with regard to physical, emotional, and/or cognitive limitations and the severity of limitations within the classroom;
- Pertinent information regarding treatments, medications, assistive devices, and resources currently prescribed or in use, particularly if these will have an academic impact;
- Specific suggestions as to the types of resources that may be considered by the DRC Director or Associate Director as reasonable Accommodations;
- Credentials of the diagnosing professional(s).

DRC Director or Associate Director will determine whether the evaluation Documentation is sufficiently current. The DRC Director or Associate Director will combine the Documentation with information attained during the Interactive Discussion and approve appropriate and reasonable Accommodations on a case-by-case basis.

## **II. Submitting Documentation**

In order for a student with a disability to be approved for Accommodations, the student is required to register for Services through the DRC. The student requesting Accommodations should submit an application and Documentation to the DRC.

To apply for services, students can access the DRC website through their NSU Student Portal. DRC staff can assist students in locating the DRC database from the Nevada State University website and portal. Students should complete the DRC application and upload Documentation prior to submission. After the student completes the online application for disability services and submits Documentation, the DRC Director and Associate Director will review the application and Documentation.

If the Documentation provided is not sufficient, in the DRC's sole discretion subject to applicable law, DRC Director or Associate Director will contact the student via their NSU student email to notify the student what kind of Documentation is needed. Additionally, the Director or Associate Director are available via email, phone, or in-person to discuss options for obtaining the necessary Documentation if the student is unsure if the Documentation is available. Options may include, but are not limited to, accessing records from high school, medical or psychiatric Documentation (or a letter on letterhead from the doctor who made the diagnosis or is treating the condition, and who has signed and dated the letter), audiograms, psychological testing reports, and evaluations from qualified state or community agencies and organizations.

## **III. Accommodations Approval Process**

After completing a review of the application and Documentation, the Director or Associate Director will engage in an Interactive Discussion with the student. The purpose of the Interactive Discussion is to include important student input and provide the information needed in order to make informed decisions regarding reasonable Accommodations. The Interactive Discussion provides critical information regarding each individual student's preferred Modality of Communication, which drives decisions about which reasonable Accommodations best address the needs and preferred Modality of Communication of each student.

The type of Accommodation necessary to ensure Equal Access will vary in accordance with the Modality of Communication used by the student; the nature, length, and complexity of the communication involved, including the nature and vocabulary of the student's individual courses; and the context in which the communication takes place. When determining what type of Accommodation is necessary, the DRC will give primary consideration to the Accommodation the student indicates is most effective. To be effective, Accommodations must be provided in Accessible formats that address the individual and unique needs of each student in a timely manner and in such a way as to protect the privacy and independence of the student. To be effective, Accommodations are not required to produce the identical result or level of achievement for individuals with and without disabilities but must afford Equal Access.

## **IV. Reconsideration of Approved Accommodations**

Students with disabilities who wish to request reconsideration of the reasonable Accommodations that have been approved by the DRC may do so on an informal basis by scheduling an appointment with the Director or Associate Director to review the approved Accommodations.

#### *A. Timeline for Requesting Reconsideration*

Typically, a request for a revision to approved Accommodations should be made within the first two (2) weeks of approval. However, there are occasions when the need to revise approved Accommodations may not become apparent until later in a term.

#### *B. Reconsideration Process*

The DRC Director and/or Associate Director shall review the student's request and the supporting disability Documentation, engage in an Interactive Discussion with the student, and make any revisions the DRC Director and Associate Director determines are appropriate.

If additional information is required before a decision can be made, the DRC may temporarily provide the revised Accommodations for a specified period of time if deemed appropriate by the DRC Director and Associate Director. This temporary revision to Accommodations does not imply that the revisions will be approved on a permanent basis. If a student granted a temporary revision to Accommodations does not comply with requests to produce additional information or Documentation by the date specified, the DRC Director may determine it is not appropriate to extend the temporary Accommodations beyond the end of the specified period of time for temporary Accommodations.

In some cases it is necessary for the DRC Director or Associate Director to consult with a faculty member to determine which Accommodations are reasonable for a specific class. Decisions about reasonable Accommodations are made on a case-by-case basis and should take into account the fundamental elements (as documented in core competencies, learning outcomes, and metrics) of each class as well as the impact of the disability on the individual student.

If a student's concerns are not resolved during the informal process of meeting with the DRC Director or Associate Director, the student may file a formal grievance. Additional information on the grievance procedure is provided in DRC 10: Disability Services Grievance Policy.

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## FORMS/INSTRUCTIONS

### **Instructions for Submitting Application and Documentation**

1. In order to apply with the DRC, a student must have already been accepted at Nevada State University.
2. To start the application process, go to the DRC website at NevadaState.edu/DRC or by accessing the DRC website through your NSU Student Portal (my.nevadastate.edu).
3. After completing the application, click on one of the following options: "Save and Upload Documentation" (if you are ready to upload disability documentation); "Continue Information Release Consents" (without uploading Documentation); or "Proceed to Final Review" (without uploading Documentation). Please know that applications are not reviewed until Documentation has been submitted.
4. If you need assistance with the application process, you can stop by the DRC during regular office hours or contact the DRC by phone (702-992-2180) or email (drc@nevadastate.edu).

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## CONTACTS

OFFICE/UNIT	PHONE	EMAIL
Disability Resource Center	702-992-2180	<a href="mailto:drc@nevadastate.edu">drc@nevadastate.edu</a>

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## RELATED INFORMATION

- DRC 1: Disability Resource Center Definitions
- DRC 4: Policy on Requesting Approved Accommodations, Services, and Auxiliary Aids
- DRC 10: Disability Services Grievance Policy
- Americans with Disabilities Act Amendments Act of 2008 (ADAAA)
- Section 504 of the Rehabilitation Act of 1973

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## HISTORY

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## APPROVAL SIGNATURE PAGE

*Sharneé Walker*

04/09/2026

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DRC Director

Date