



Student Disability Services Documentation Criteria

The student is required to provide documentation that demonstrates credible assurance of a disability issue. The documentation should directly support the student's request for accommodations. The documentation must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or from testing services (such as Wechsler Adult Intelligence Scale and other tests). The documentation must state the specific disability and show cause for why a student's disability significantly limits their ability to complete their educational goals at GCU. The documentation should include a summary of the student's functional limitations in order for the University to determine the appropriate accommodations. The documentation is kept on file in Student Disability Services for verification purposes.

The documentation should be typed with the appropriate official signature and contact information for the associated facility for verification purposes (on official letterhead is preferred). We do NOT accept documentation that is handwritten or submitted on a prescription note. Documentation cannot be altered and must be submitted in its entirety. These documents are scanned into a protected part of your permanent record and therefore, must be legible and clear. Documentation can be submitted to Student Disability Services either through upload to the Symplicity Accommodation website, by fax to 602-589-2652, by email to disabilityoffice@gcu.edu or they can be hand delivered to Student Disability Services at the Main Campus in Phoenix, Arizona.

Once documentation is received it will be reviewed. If the documentation provided does not meet the University's requirements it will not be accepted as the official documentation. Students will receive notice and will be asked to provide alternative supporting documentation. The documentation is kept on file in Student Disability Services for verification purposes. Students requesting additional accommodations after their initial approval may be asked to provide additional documentation.

Once approved for accommodations the student will receive a confirmation of their approved accommodations via email. Official notification to faculty of the approved accommodations will be sent out by Student Disability Services. For non-academic accommodations appropriate departments will be notified in order to help facilitate the approved accommodations. If a student finds that their approved accommodations are not effective, their medical circumstances change, or they need additional supports, it is the student's responsibility to reengage the SDS Office in order to enter into the interactive process.