



**DISABILITY DOCUMENTATION GUIDELINES**  
**(Effective March 1, 2018)**

Georgia Military College (GMC) is committed to providing equal and equitable access to our programs and activities through reasonable accommodations pursuant to the Americans with Disabilities Act, Section 504, and the Amendments of 2008. To ensure GMC is providing the best support for its student, all disabilities that affect learning and/or require a physical alteration will require documentation verifying the disability, clarifying the areas of learning impacted, and providing recommended accommodations as appropriate. It is the responsibility of the student to provide necessary documentation.

Documentation serves two primary purposes. First, it helps the Manager of Disability Services to determine if the student is a qualified individual with a disability. Second, it helps the Manager of Disability Services to determine the appropriate accommodations.

**There are 3 types of documentation:**

1. Primary Documentation: The basis for the determination of accommodations will primarily be based on medical and/or psychological information reported by the student's medical/psychological specialist who has expertise in the field of the student's declared disability. This documentation must be signed by a specialist in that field. The date of the diagnosis must be within 36 months from the date of the application for accommodation.
  
2. Secondary Documentation: Professional judgment of staff within Student Disability Services gathered during the interview or conversations with the student. This information will be gathered during the verification process in the interview with the student requesting accommodations conducted by the Manager of Student Disability Services. Information will include the student's report of disability, current



functioning, experiences of the disability, barriers, medication and impact, triggers or stressors, and a history of approved/ used accommodations and effectiveness.

3. Tertiary Documentation: Third Party documentation which may include IEP's, 504 Plans, SOP's, or professional reports including Psychological, Psycho-Educational, evaluations developed for the student while they were in primary/secondary education. This type of documentation may support primary documentation to help better understand a student's needs but if there is a conflict between primary and tertiary documentation, the Manager of Student Disability Services will rely on primary documentation only.

Accommodations provided by Student Disability Services are determined on a case-by-case basis individual basis to each student from information collected during the verification process. Approved accommodations should not fundamentally alter program standards or essential functions of a course but should provide equal access to all programs and activities offered by Georgia Military College. Accommodations of a personal nature are not provided; the student is responsible for obtaining the personal assistance needed and may seek the services of Vocational Rehabilitation Services for possible assistance.

Please contact the Manager of Student Disability Services or the Disability Coordinator at your local campus for questions or more information regarding the verification process.

**Office of Student Disability Services (Milledgeville)**

201 E. Greene St.

Milledgeville, GA 31061

Phone: 478-387-4902 Fax: 478-445-1285

Manager of Student Disability Service: Charles Wells, [cwells@gmc.edu](mailto:cwells@gmc.edu)

<https://www.gmc.edu/academic-programs/disability-services.cms>