

Head Injury and Traumatic Brain Injury Documentation Policy

Evaluations must be conducted by a qualified impartial professional (physicians, neurologists, licensed clinical rehabilitation psychologists, neurophysiologists, or psychiatrists; not a family member). Doctor's excuses on prescription pads and handwritten letters are not sufficient for documentation of a disability.

Documentation must include the following:

- Letterhead (name, license number, area of specialization, employment address, phone and signature)
- Assessment(s) results which meet diagnostic criteria, including evaluation instruments/procedures, cognitive and achievement measures, and standardized scores/percentiles
- A clear, specific diagnosis of the disability/illness and degree of severity
- Interpretive summary, including description of *current* residual symptoms and the degree of impact the head injury/traumatic brain injury has on learning in the post-secondary academic environment