

Documentation Form Substance Abuse Disability – Student in Recovery

This form is to be completed in its entirety by a qualified professional such as a medical doctor, psychologist, licensed social workers, or chemical dependency counselors who have the appropriate credentials/license in conjunction with specialists experienced in working with the substance abuse.

Student's Name: _____ **OCC ID:** _____

The student named above is applying for disability accommodations and / or services through the Office of Disability Services (“Disability Services”) at Ocean County College based on a substance abuse diagnosis and is required to submit documentation to verify eligibility under the Americans with Disabilities Act of 1990 as amended (ADA). To determine eligibility, a qualified professional must certify that the student has substance abuse diagnosis and provided evidence that it represents a substantial impediment to a major life activity. Alcohol and/or substance abuse recovery is considered a disability under the ADA if a major life activity is substantially limited. Substance abuse is a condition of physiological and/or psychological dependence on any of a variety of chemicals, including illegal drugs, prescription or over-the-counter drugs, and alcohol. Students who are recovering from the abuse of alcohol and/or drugs, or who are in treatment programs are covered under the ADA and may be eligible for accommodations. While the use of drugs and alcohol alone does not rise to the level of impairment that constitutes a disability, abuse and dependence can. However, the ADA specifically excludes from the definitions of “individual with a disability” any person who is currently engaging in the illegal use of drugs.

It is important to understand that a diagnosis of a chronic medical condition in itself does not substantiate a disability. In other words, information sufficient to render a diagnosis might not be adequate to determine that an individual is substantially impaired in a major life activity.

This documentation form was developed as an alternative to traditional diagnostic reports. If a traditional diagnostic report is being submitted as documentation instead of this form, please refer to the Disability Services website (go.ocean.edu/DS) in order to view documentation guidelines. Disability Services expects the following regarding this documentation form:

- The form will be completed with as much detail as possible as partially completed form or limited responses may hinder the eligibility process.
- Assessment information that is more than three years old may be considered out of date depending on such factors as the student’s current age, student’s age at time of assessment and the nature of the diagnosis.
- The form is being completed by a professional who has comprehensive training and direct experience in the differential diagnosis such as a medical doctor, psychologist, licensed social workers, or chemical dependency counselors who have the appropriate credentials/license in conjunction with specialists experienced in working with the substance abuse.
- The professional completing the form is not a family member of the student or someone who has a personal or business relationship with the student.

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Please respond to the following items regarding the student named above (type or print):

What is the DSM-V diagnosis for this student: _____

How long has the student had this diagnosis/condition: _____

Date of last contact with the student: _____

Date(s) current assessment completed: _____

Frequency of appointments with the student (e.g., once a week, twice a month): _____

Treatment Plan:

Student's Current Symptoms and Concerns: _____

Explain how the symptoms related to the student's disorder cause significant impairment in a major life activity (e.g., learning, eating, walking, interacting with others, etc.) in a classroom setting, if applicable: _____

List the student's current medication(s), dosage, frequency, and adverse side effects: _____

The student's relevant educational history at the postsecondary level: _____

Does the student have a disability* as a result of their condition that warrants accommodations (check one)? Yes No

**The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. Alcohol and/or substance abuse recovery is considered a disability under the ADA if a major life activity is substantially limited.*

State recommendations regarding academic adjustments or accommodations, auxiliary aids, and/or services for the student and the reason these academic adjustments or accommodations, auxiliary aids, and/or services are warranted based upon the student’s functional limitations: _____

If current treatments (e.g., medications, counseling) are successful, state the reasons the above academic adjustments or accommodations, auxiliary aids, and/or services are necessary: _____

Certifying Professional

All areas below must be completed by the certifying professional such as a medical doctor, psychologist, licensed social workers, or chemical dependency counselors who have the appropriate credentials/license in conjunction with specialists experienced in working with the substance abuse.

Name and Title: _____

License or Certification #: _____

Company/Office/Institution/Affiliation Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

Email Address: _____

Signature of
Certifying Professional: _____ Date: _____

Official Company/Office/Institution/Affiliation Stamp or Business Card (stamp below)

Documentation Retention

All submitted materials will be held with OCC Disability Services as confidential educational records under the Family Educational Rights and Privacy Act (FERPA). Students have a right to review their educational record. However, students are encouraged to retain their own copies of disability documentation for future use as the college is not obligated to produce copies for students. Under current New Jersey record retention requirements, disability documentation is mandated to be held for only two years after a student has stopped attending the college.

Methods of return to OCC Disability Services:

- Print, scan and upload via the secure student Accommodate portal (online)
- Print, scan and upload to general office portal go.ocean.edu/upload
- Print and fax to 732-864-3860
- Print and scan to accommodations@ocean.edu

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