



Medical Documentation Guidelines

The Baldwin Wallace University Office of Academic Affairs requires current medical documentation to evaluate requests for fully remote instruction. The documentation should include an evaluation by an appropriately qualified professional that makes evident the current impact of the medical condition as it relates to COVID-19 and studying remotely.

The general guidelines listed below were developed by the Association on Higher Education and Disability (AHEAD). To be considered eligible, the documentation must include the following (5) elements:

1. The credentials of the evaluator(s)

The best quality documentation is provided by a licensed or otherwise properly credentialed professional who has undergone appropriate and comprehensive training, has relevant experience and has no personal relationship with the individual. A good match between the credentials of the individual making the diagnosis and the condition is necessary (e.g., a lung condition might be documented by a physician, but not a licensed psychologist).

2. A diagnostic statement identifying the medical condition

Quality documentation includes a clear diagnostic statement that describes how the condition was diagnosed, provides information on the functional impact as related to COVID-19.

3. A description of the diagnostic methodology used

Quality documentation includes a description of the diagnostic criteria, evaluation methods, procedures, tests, and dates of administration, as well as clinical narrative, observation, and specific results. Diagnostic methods that are congruent with the condition, and current professional practices in the field are recommended. Methods may include formal instruments, medical examinations, structured interview protocols, performance observations, and unstructured interviews.

4. A description of the current functional limitation(s) as relates to COVID-19

Information on how the medical condition(s) currently impacts the individual provides useful information for establishing the need for fully remote study. The best quality documentation is thorough enough to demonstrate whether and how a major life activity (attending university in-person) is substantially limited by providing a clear sense of the severity, frequency, and pervasiveness of the condition(s). While relatively recent documentation is recommended in most circumstances, commonsense and discretion in accepting older documentation of conditions that are permanent or non-varying are recommended.