STUDENT ACCESSIBILITY CENTER DOCUMENTATION GUIDELINES

POLICY

Documentation is a key component of a student's application for accommodations. Accessibility specialists utilize documentation to better understand the recent impact of a student's disability(s). Students must submit sufficient documentation to the SAC in order to receive accommodations.

Documentation should…

- contain a diagnosis for a disability
- verify the nature and extent of the disability's impact
- support the need for a specific accommodation request
- describe the recent impact of disability conditions
- contain a signature from an appropriate licensed professional
- contain the licensed professional's license number
- be typed on letterhead
- be un-editable

The SAC may request additional documentation at any point in a student's accommodation request process including accommodation modification requests for students already registered with the SAC.

If a student wishes to request temporary assistance for a temporary disability, they should view the Temporary Assistance Policy & Procedures document located on the SAC's website.

PROCEDURE

The SAC provides a **Disability Verification Form** as an option for students seeking documentation from their professional provider. This document is available on the SAC's website and the Accommodate Resource Library.

Students will apply for accommodations and then upload documentation.

Reviewing Documentation:

In determining the sufficiency of documentation, the following process will ensue:

1. The student will apply for accommodations through the SAC's accommodation database, Accommodate: SAC Application

2. The student will upload documentation directly to the application, email it to the SAC, fax it to the SAC, or bring a copy to the SAC in person. An initial appointment for an accommodation request may not be scheduled if the SAC has not received sufficient documentation from the student.

3. The SAC will review the student's application and documentation according the requirements listed above.
   a. If the student's documentation is determined to be sufficient, the SAC will email the student's official LUC email address with an invitation to schedule an initial appointment.
   b. If the student's documentation is determined to be insufficient, the SAC will email the student with a notification that additional documentation is required to move forward with their application. Once the student has uploaded sufficient documentation, step 3a will ensue.

Note: If a student feels their documentation has been inaccurately deemed insufficient, they should follow the Appeal Process located on the SAC's website and the Accommodate Resource Library. If a student encounters challenges with obtaining sufficient documentation or has other concerns, they should contact the SAC at (773) 508-3700 or sac@luc.edu as soon as possible.