

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. **Please note:** Diagnoses are taken into consideration but are not the **only** determining factor for whether or not an accommodation request is approved.

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.

The SAC also can provide 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.

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

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.
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.